

April 23, 2026

## Health Science Professionals Bargaining Association (“HSPBA”) - Wage Increases Retroactive to April 1, 2024, and April 1, 2025

This communication outlines the reporting requirements related to the **retroactive wage increases** for employees represented by the **Health Science Professionals Bargaining Association (“HSPBA”)**, specifically those currently receiving **Long Term Disability (LTD) benefits**.

As a result, LTD benefit calculations and earnings reporting may need to be updated for certain employees.

### Employees on Long Term Disability

#### Employees disabled on or after April 1, 2024:

LTD benefits for employees who became disabled on or after **April 1, 2024**, may be affected if the pre-disability earnings reported at the time of the claim have changed because of a retroactive wage adjustment. This group may include employees affected by the profile-based classification system that came into effect in 2024.

#### Employees disabled on or after April 1, 2025:

LTD benefits for employees who became disabled on or after **April 1, 2025**, may be affected if the pre-disability earnings reported at the time of the claim have changed due to a retroactive wage adjustment.

Canada Life will provide employers with a list of impacted employees. If applicable, this list will be issued by **June 12, 2026**.

### Required Review and Updates

- Review the **Employer’s Statement** and/or **Calculation of Part-Time Earnings** form(s) previously submitted.
- If pre-disability earnings have changed, update the information on the list provided by Canada Life.
- A revised Employer’s Statement is not required unless additional information beyond pre-disability earnings is needed.
- A revised Calculation of Part-Time Earnings form is required for all part-time employees.

### Submission Deadline

The completed listing (and any relevant attachments) must be submitted by **July 17, 2026**.

Send to Andy Mak (Andy.Mak@canadalife.com) (Please copy your Team Manager).

## **Employees working Rehabilitation Employment**

Employees participating in **Rehabilitation Employment**, who were being paid by the employer for hours worked, may be affected if they receive a retroactive wage adjustment.

Canada Life is unable to identify these employees and will rely on employers who are impacted.

## **Required Review and Updates**

- Review the **Monthly Earnings Report (MER)** While on LTD form previously submitted.
- If the employer reported rate of pay has changed, a revised MER, must be submitted by **July 17, 2026**.
- The Current Rate of Pay (CROP) must also be updated for all affected individuals.

Refer to the attached document, "*Earnings Update to Canada Life*" for detailed MER reporting instructions.

## **Employees Under Any Occupation Assessment**

Employees currently being assessed under the Any Occupation definition may also be affected by the retroactive wage adjustment.

## **Required Update**

Provide the updated **Current Rate of Pay (CROP)** to Canada Life by **July 17, 2026**.

## **Earnings/Contributions Reporting**

Retroactive wage adjustments must be reflected in the monthly earnings reporting.

Employers must include all retroactive wages increases in Straight Time Payroll (STP) when reporting through CERS.

***Please forward this document to all departments within your organizations that may require and rely on this information.***

## **Questions**

If you have any questions, please contact Canada Life, HBT Benefits Team or HBT Finance Team:

### **Canada Life**

Andy Mak, Team Manager  
Disability Claims Administration & Payments  
Phone: 604-646-1264  
Email: [Andy.Mak@canadalife.com](mailto:Andy.Mak@canadalife.com)

Melinda Han, Team Manager  
Disability Claims Administration & Payments  
Phone: 604-455-2745  
Email: [Melinda.Han@canadalife.com](mailto:Melinda.Han@canadalife.com)

## **HBT**

### **Benefits Team**

If you have any questions, please contact your Benefits Administrator or the Benefits Team at [BenefitsTeam@hbt.ca](mailto:BenefitsTeam@hbt.ca) or 604-736-2087; Toll-free at 1-888-736-2087

### **Finance Team**

Contributions Reporting: [CERS@hbt.ca](mailto:CERS@hbt.ca) or 604-678-8518

## Instructions

### NEW Claims

The list consists of HSPBA employees that went on LTD with a date of disability on or after April 1, 2024. Please provide the revised monthly earnings, PT calc (if applicable) and revised MER on the Existing Claims with Rehab Earn tab (if applicable)

Part-time Calc

<https://hbt.ca/wp-content/uploads/2025/11/Calculation-of-Part-Time-Earnings-Healthcare.xlsx>

Part-time Calc (DocuSign v <https://ca.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5a07643d-a876-43cc-ac31-f702a04a8275&env=ca&acct=abc00cb4-fd5f-471c-a2f9-09850fd8e4ce&v=2%20target=>

### Existing Claims with Rehab Earn

Only for HSPBA EEs that have MER(s) on or after April 1, 2024. Please provide revised MER(s) broken down by calendar month from April 1, 2024 to the period your payroll system was updated with the new salary grid.

**No need to complete MER form with revised earnings.**

## Sample

### NEW Claims

Portfolio ID	Group Policy	Division Number	Benefit Class ID	Employee ID	Employee Last Name	Employee First Name	Claim Status	Disability Date	Pre-Disability Earnings previously reported	Employment Basis	REVISED EARNINGS (MONTHLY HRS X NEW RATE)	DATE ON WHICH EARNINGS BECAME EFFECTIVE (must not be later than last day worked)	REVISED PART-TIME CALC ATTACHED?	DOES EE HAVE MER SINCE APRIL 1, 2023?	NOTES
123456789	12345	100	1	E000000000	Smith	John	Accepted	April 4, 2024	\$ 3,500.00	Full-Time	\$ 3,649.05	April 1, 2024	No	No	

### Existing Claims with Rehab Earn

Employee ID	Employee Last Name	Employee First Name	LTD REHAB START DATE	Total Hrs Worked in the Month	Notes	Month	Current Rate of Pay (Monthly/Hourly)	Effective Date of Current Rate of Pay	Reported Base Rate	New Rate	Reported Amount	Revised Amount
E081234567	Smith	John	2024-06-06	44.00	EXAMPLE	Jun-24	\$ 4,600.00	April 1, 2024	\$ 26.11	\$ 26.88	\$ 3,381.25	\$ 3,466.53

## Instructions

### NEW Claims

The list consists of all employees that went on LTD with a date of disability on or after April 1, 2025. Please provide the revised monthly earnings, PT calc (if applicable) and revised MER on the Existing Claims with Rehab Earn tab (if applicable)

Part-time Calc <https://hbt.ca/wp-content/uploads/2025/11/Calculation-of-Part-Time-Earnings-Healthcare.xlsx>

Part-time Calc (DocuSign vers <https://ca.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5a07643d-a876-43cc-ac31-f702a04a8275&env=ca&acct=abc00cb4-fd5f-471c-a2f9-09850fd8e4ce&v=2%20target=>

### Existing Claims with Rehab Earn

Only for EEs that have MER(s) on or after April 1, 2025. Please provide revised MER(s) broken down by calendar month from April 1, 2025 to the period your payroll system was updated with the new salary grid. **No need to complete MER form with revised earnings.**

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