



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

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Notice of Termination

FOR OFFICE USE ONLY: 010

CASE ID: _____

First Notice Amendment to original dated: _____ (dd/mm/yyyy)

1 Member Record

Member Information

Name _____ First Name _____ Middle Name _____ Last Name _____ Member ID # _____
SIN _____ Date of Birth _____ (dd/mm/yyyy)

Address & Contact Information

Address _____ City _____
Province _____ Postal Code _____ Country _____
Phone _____ (###)###-#### E-mail _____

2 Employment Details

Employer Number _____ Employer Name _____

Termination Details

Reason for terminating Plan membership: Retirement Termination Death

Date membership ended _____ (dd/mm/yyyy) Final payroll month _____ (dd/mm/yyyy) Annual full-time hours _____

Payroll Information See page 2 for instructions.	Pensionable Earnings	Member Required Contributions	Pensionable Hours
Final Calendar Month			
Final Payroll Month			

Was the member receiving 3sHealth disability benefits on the date of termination? Yes No

Is the member going to work for another SHEPP employer? Yes No

If yes, provide Employer Name _____

Comments:

3 Authorisation

Employer Authorisation

Contact Name _____ Title _____
Phone _____ (###)###-#### Fax _____ (###)###-#### E-mail _____
Date _____ (dd/mm/yyyy)
Contact Signature _____

Notice of Termination of Plan Membership Instructions

1. Original or Amended Notice

Indicate whether this is a first notice of termination or an amended notice. If an amended notice, provide the date of the first notice.

2. Member Record

Provide the member's name, SIN, date of birth and contact information.

3. Employment Details

Definitions:

Final Payroll Month: The last payroll month in which the employee receives pensionable earnings.

Final Calendar Month: The last calendar month the employee worked pensionable hours.

Date Membership Ended: The member's date of retirement, termination or death.

Example One: Notice of Termination with 'spill over'

- Mary retired on January 31, 2012
- The final payroll cutoff day in January 2012 was the 28th
- Mary will get paid for hours worked from January 29th to 31st in February 2012

Enter the following under Employment Details:

1. **Date Membership Ended:** January 31, 2012
 2. **Final Payroll Month:** February 2012
 3. **Annual Full-Time Hours:** Pensionable hours in the payroll year if member was full-time and worked the full year.
 4. Enter January's **Pensionable Hours** for the **Final Calendar Month** (January 1 - January 31st).
 5. Enter **Pensionable Earnings/Member Required Contributions/Pensionable Hours** to be paid for **Final Payroll Month** of February (January 28 - February 25.)*
- ***Payroll Information** is required for retirements. If **Payroll Information** is not provided, SHEPP must wait for the payroll from the ADV/MDR, which will delay the member's pension payment.

Example Two: Notice of Termination with no 'spill over'

- Mary quit her job on February 17, 2012
- The final payroll cutoff day in February 2012 was the 25th
- Mary's final payroll month is February 2012.

Enter the following under Employment Details:

1. **Date Membership Ended:** February 17, 2012
 2. **Final Payroll Month:** February 2012
 3. **Annual Full-Time Hours:** Pensionable hours in the payroll year if member was full-time and worked the full year.
 4. Enter **Pensionable Hours** for the **Final Calendar Month** (February 1st - February 29th).
 5. Enter **Pensionable Earnings/Member Required Contributions/Pensionable Hours** to be paid in **Final Payroll Month** of February (January 28th - February 25th).*
- ***Payroll Information** appreciated. If no information is provided, SHEPP must wait for the payroll from the ADV/, which will delay the member's termination options.

Example Three: Member who has been on leave before they terminate (i.e. so final payroll month was a year ago and term date is present date)

- Mary went on an LOA beginning December 17, 2010
- Mary's LOA was to end on December 17, 2011
- Instead, she tendered her resignation effective December 15, 2011

Enter the following under Employment Details:

1. **Date Membership Ended:** December 15, 2011
 2. **Final Payroll Month:** December 2010
 3. **Annual Full-Time Hours:** Pensionable hours in the payroll year if member was full-time and worked the full year
- * Please leave the **Payroll Information** blank and SHEPP will use the final payroll data that was downloaded from the ADV/MDR back in December 2010.

Example Four: Member who is casual and didn't work before she terminated

- Mary quit her job on March 20, 2012
- Mary hasn't worked since January 19, 2012
- Mary's final payroll month is January 2012

Enter the following under Employment Details:

1. **Date Membership Ended:** March 20, 2012
 2. **Final Payroll Month:** January 2012
 3. **Annual Full-Time Hours:** Pensionable hours in the payroll year if member was full-time and worked the full year.
- *Please leave the **Payroll Information** blank and SHEPP will use the final payroll data that was downloaded from the ADV/MDR in January 2012.

4. Authorisation

Provide your contact information, and sign and date the form.