



APPLICATION FOR EXTENSION OF SUN LIFE FINANCIAL OUT-OF-COUNTRY EMERGENCY MEDICAL COVERAGE

This form is to be used only for Faculty travelling for Research leaves or University Business that would require them to be out of the province or country for more than 120 days.

- Type of Leave: Research Leave
 University Business

Name	Department	ID Number	Extension
Period of Leave			
From _____		TO _____	
MM/DD/YY		MM/DD/YY	
Period that you will be out of the province/country			
From _____		TO _____	
MM/DD/YY		MM/DD/YY	

If your family is accompanying you, please indicate below only those family members, which you have positively enrolled in the Extended Health Care Program and are eligible for this coverage:

DEPENDENTS:

Name	Relationship (spouse, child)	Period of time they will be out of the province)	
		From	To
		From	To
		From	To
		From	To
		From	To

You MUST also contact Service Ontario at 1-800-267-8097 to ensure OHIP coverage is continuing or to apply for an extension of your OHIP coverage while out of the province. Coverage under the Sun Life Financial Out-of-Country Emergency Medical plan requires OHIP eligibility. If OHIP advises you will not be covered, alternative arrangements must be made. Please contact Human Resources to discuss your options.

Have you contacted Service Ontario and confirmed that OHIP coverage continues: YES NO

Employee Signature

Date

A \$50.00 cheque payable to McMaster University should accompany this form. Please return to Human Resources in Gilmour Hall, Room 304.

Human Resources Verification:

Human Resources Signature

- PeopleSoft Updated Date:
 Cheque Received Date:

Date Stamp

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.