



# LABORERS' HEALTH & WELFARE TRUST FUND OF WESTERN CANADA

## GUIDE TO FREEZING OF HOURS

### FREEZING OF HOURS

While you are either, in receipt of EI Sickness, WCB, Weekly Disability benefits or are attending Trade School, hours can be frozen during months in which you are eligible. We freeze your hour bank for Health and Welfare benefits, so your hours aren't deducted each month for coverage.

In order to freeze hours, we need confirmation that you are either:

- In receipt of 14 consecutive days of EI Sickness benefits, for each month you would like your hours frozen, to the plan maximum per disability period. It must clearly indicate each pay period start and end date, and the benefit type Sickness.  
The confirmation for freezing of hours can be found online on your My Service Canada Account. You can click on My Current EI Claim, then on the dates of the Last Report Processed. This will bring up a breakdown of your last reporting period and will show the dates the report was for and that it was paid for Sickness benefits. Then you can click on Previous Report Processed and continue through all of your reports.
- In receipt of 14 consecutive days of WCB benefits, for each month you would like your hours frozen, to the plan maximum per disability period.  
The confirmation can be either a written letter from your WCB case worker or copies of your pay stubs but must clearly indicate each pay period start and end date, and the benefit type 'Temp Total Disability' or 'Wage Loss'.
- In Trade School for 14 consecutive days, for each month you would like your hours frozen, to the plan maximum per school period. Union approval must be included on your Request for Freezing of Hours form or must come in writing from the union hall via mail, fax or email.

\*If you are in receipt of Weekly Disability benefits, we will freeze your hours automatically each month until either, you no longer receive 14 consecutive days of disability benefits in a month, or you have reached the plan maximum.

Forms can be obtained at your Local Union Office or through the Fund Office by phone (780) 453-2303 toll free (800) 661-7369 or online at [www.ellement.ca](http://www.ellement.ca)

Confirmation must always be submitted along with a Request for Freezing of Hours form. A faxed copy is acceptable. This must be submitted within 1 year of the effective date of the freeze.

The maximum duration that your hours can be frozen is shown below.

TYPE OF FREEZING	MAXIMUM
EI Sickness	12
WCB	12
Weekly Disability	12

Once our office has reviewed the information, we will determine if all of the information required to freeze hours has been provided. If more information is required, you will be notified as to what further is needed to successfully process the Freezing of Hours request.