Blue Cross Insurance Plan

This plan is optional. When you retire you may continue this coverage and the premiums will be deducted from your annuity if you wish.

PROCEDURE FOLLOWED IN THE DEPARTMENT

A few words about the procedures to be followed may be of interest to those not familiar with the mechanics of retirement from the Department. In the case of employees reaching 65 years of age, Personnel Operations Division (APO) will send you a letter about six months before retirement. If you plan to retire prior to age 65 you should forward your letter of resignation to Personnel Division as far in advance as possible to allow time for the necessary paper work so cheques may be issued on time. In both cases Staff Relations Division (APR) will be kept informed by APO. On receipt of those letters APR will complete the records required for the Superannuation Division of the Department of Supply and Services and you will receive a letter with an estimate of your approximate pension and providing information on how it will be affected when you receive the Canada Pension. It will also contain information on the Supplementary Death Benefit and Health Plans and you will be asked to complete an Employee's Tax Deduction return and a form authorizing deductions from your pension cheque for health and medical plans if you wish to retain this coverage. The Superannuation Division of the Department of Supply and Services will notify you of the exact amount of annuity about the time it becomes payable.

As part of the retirement programme of the Department the Superannuation Section of APR plans to provide automatically at age 55 and 60 estimates of pensions payable at age 65. Estimates will of course be provided to all others on request and the Section will be pleased to answer any enquiries and provide additional information. From time to time they will be sending out information as it is made available and a supply of pamphlets and booklets on the various plans are available on request.

Another feature of the retirement programme will entail securing the service of experts to discuss various aspects of retirement such as legal matters, use of leisure time, health, etc., and to answer your questions. Those interested will be invited to attend these sessions.