

PETL Benefits: Who to Contact



Peel Elementary Teachers' Local

The Local office is open from 8:00 a.m. until 5:00 p.m. Monday to Thursday, and 8:00 a.m. until 4:30 p.m. on Friday. Contact the Local at 905-564-7233 (Toll free 1-877-772-3836).

➤ **When should members contact Peel Elementary Teachers' Local?**

Members should contact Peel Elementary Teachers' Local if they have concerns and/or questions on any issues, including the following examples:

- Information pertaining to school-related issues, e.g. conflict with parents, administrators, or colleagues; unsatisfactory evaluations, etc.
- Information about going on a leave (e.g. maternity, parental, medical)
- Information about events and professional development funding
- Requesting a Long Term Disability Claim form
- Long Term Disability Claims (approvals, declines, appeals)

OTIP (Ontario Teachers Insurance Plan)

When should members contact OTIP?

➤ ***For Health, Dental and Life Insurance Benefits:***

OTIP is open from 8:00 a.m. until 5:00 p.m. Monday to Friday. Contact a client services representative by dialing 1-888-521-0023 or by email at petl@otip.com.

Members should contact OTIP if they have questions about their enrollment in the PETL Benefits Plan, including the following examples:

- Coverage for which a member is enrolled (e.g. Extended Health Care, Dental, Life Insurance, LTD)
- Adding a dependent (i.e. child, spouse, common-law partner)
- Adding/changing beneficiary
- Adding/deleting/changing coverage
- Changing contact information
- Arranging coverage while on a leave or returning from a leave
- Requesting forms (e.g. Change form, Overage Dependent form, Claims form, etc.)
- Unresolved issues with Great-West Life

➤ ***For Long Term Disability (LTD) Benefits:***

Contact Eric Wilson at OTIP by calling 1-800-267-6847.

Members should contact Eric Wilson at OTIP if they have questions about Long Term Disability coverage, including the following examples:

- Long Term Disability Payments
- Long Term Disability Claim (approvals, declines, appeals)
- Inquiries regarding eligibility or whether you have reached 32 years of credited service

Great-West Life

The Great-West Life Call Centre is open from 8:00 a.m. until 7:00 p.m. Monday to Friday. Contact the call centre at 1-800-263-5742. Have your policy number (51991) and your certificate number available.

➤ **When should members contact Great-West Life?**

Members should contact Great-West Life if they have questions about specific claims or pre-determinations for services, including the following examples:

- Services and products covered under the benefits plan
- Status of a claim that has been sent into Great-West Life
- Reason for a claim being denied
- Pre-determination of a required service or product (e.g. dental work, nursing care)
- Next eligible date for coverage of a service or product (e.g. vision care, paramedical, dental check up)

Peel District School Board

The Benefits Department at the Peel District School Board can be accessed by dialing 905.890.1010 and is open from 8:30 a.m. until 4:30 p.m. Monday to Friday. Benefits clerks are assigned as follows:

LAST NAME	BENEFITS CLERK	EXTENSION NO.	EMAIL ADDRESS
Last Name A – C	Kelly Cook	2979	kelly.cook@peelsb.com
Last Name D – G	Angela Wildman	2260	angela.wildman@peelsb.com
Last Name H – L	Tiana Rose	2110	tiana.rose@peelsb.com
Last Name M – R	Gail Hayes	2112	gail.hayes@peelsb.com
Last Name S – Z	Trudy Cope	2113	trudy.cope@peelsb.com

When should members contact your employer Peel District School Board

Members should contact the Peel District School Board if they have questions about their employment with the Board, including the following examples:

- Requesting a Leave of Absence e.g. personal, maternity, parental
- Benefits premium deductions for part-time employees
- Arranging for LTD premium payments while on all leaves and TPP contributions while on maternity leave
- Salary and percentage worked
- Changing a mailing address (contact Human Resources at 905-890-1010 ext. 2400 for this issue)