



Short Term Disability Details

Waiting Period

- There is a 7 calendar day unpaid waiting period starting on the first day of total disability.
- BOAs and Home Office associates may use unused sick days or earned vacation days during the waiting period to prevent wage loss.
- Edward Jones advisors will be unpaid during the 7 calendar day waiting period.

Benefits

1) BOAs, Home Office Associates & Edward Jones Advisor Trainees (prior to can-sell date)

- As per the table below, benefits are paid based on the length of full-time service with Edward Jones.
- Length of full-time service is calculated by taking the firm's calculated Service Date and subtracting any part time status dates. The firm's calculated Service Date is based on the associate's original hire date adjusted for all time not working for Edward Jones that do not exceed five consecutive years. The maximum number of paid weeks under the Short-Term Disability plan is 17 weeks (which includes 7 calendar day waiting period).
- For example, if someone had worked for Edward Jones for 7 years they would be eligible for 9 weeks of short term disability pay at 100% of their base pay and 8 weeks of short term disability pay at 60% of their base pay.

Years of Service	Number of Weeks at 100% Pay	Number of Weeks at 60% Pay
0 - 2	0	17**
2 - 4	4	13**
5 - 10	9	8**
10+	17**	0

****Minus 7 calendar waiting period**

Note: Base pay is defined as current rate of pay at the time of disability.

2) Post Can-sell Edward Jones Financial Advisors

Continuous Leave

Financial advisors on continuous paid leave will continue to receive commissions and fees earned, but will not receive FA supplemental salary or guarantee, if applicable.

Income continuation payments for a continuous leave are calculated based on 75% of their average monthly earnings for the 6 selling months prior the date of their disability. Average monthly earnings include FA supplemental salary, guarantee, commissions and fees earned. Average monthly earnings exclude all bonuses

If applicable, New Asset Compensation is paid during leave however FA's on continuous leave 3+ weeks will have a date in field adjustment processed when they return and repeat/receive the greater of their new asset compensation.

Intermittent or Reduced Schedule Leave

Financial advisors on paid intermittent or reduced schedule leave will continue to receive commissions and fees earned. If applicable, they will also continue to receive FA supplemental salary and guarantee.

Income continuation payments for an intermittent or reduced schedule leave are calculated based on 75% of their average monthly earnings for the 6 selling months prior the date of their disability. Average monthly earnings include commissions and fees earned only. Average monthly earnings exclude all bonuses.

FAs will continue to receive commissions generated by the branch while they are on sick leave as long as their disability claim has been approved, however the commissions earned will be deducted from the 75% guarantee paid by the firm (see examples below). During the month the leave starts and ends, earnings for that month will be pro-rated based on the number of days the FA was on paid leave.

If approved, the maximum number of paid weeks under the Short Term Disability plan is 17 weeks (includes 7 calendar day waiting period).

Income continuation paid to the financial advisor will be charged against the branch P&L and will be considered as commission income for the purpose of the profitability bonus calculation

Example of Guarantee Calculation:

Average 6 months gross earnings prior to date of disability is \$10,000 per month, monthly guarantee is \$7,500 per month (75% of \$10,000).

Let's assume the FA is on an approved paid disability for 8 out of 23 days within the accounting month.

Calculation	
Income Guarantee	$\$7,500 / 23$ (# of days in month) $\times 8$ (# of days on paid leave) = \$2,608.70
Actual Commissions	$\$4,000 / 23$ (# of days in month) $\times 8$ (# of days on paid leave) = \$1,391.30
Income Guarantee to be paid	\$1,217.40
Add back actual commissions	\$4,000
Gross Earnings on FA's Pay	\$5,217.40

New and Continuous Claims

- A claim that is started within 30 days from the end of the previous claim, and is for the same or related disability, will be considered continuous, if approved, benefits will pick up from where they left off on the previous claim.
- If a claim is started after 30 days from the end of the previous claim, or is a different medical condition, it will be considered a new claim and the waiting period will apply.
- In the situation where an associate is on Short Term Disability prior to a maternity leave as a result of the pregnancy, the short term disability period is deemed to end when the baby is born and no further short term disability benefits will be paid by Edward Jones. A Record of Employment will be issued at this time and the associate can apply for Maternity Leave benefits with Employment Insurance and notify their case manager to begin Edward Jones Parental Leave, if eligible.

Application Process and Required Documentation

- Associates must contact their leader as early as possible in the working day when illness or injury prevents them from coming to work. Associates should also contact Human Resources – Leave of Absence Team to advise them when they expect to return to work and maintain contact during their absence.
- Absence in excess of 3 consecutive working days must be supported by documentation from a treating physician. Such documentation must support impairment, which prevents the performance of basic work duties.
- An associate, whose absence is expected to extend beyond 7 calendar days, must submit the required disability forms within the period of illness. These forms are available from the Human Resources Department – Leave of Absence Team.
- Benefits are payable where an associate is unable to perform the essential duties of his/her job. Edward Jones is responsible for making this determination and reserves the right to require medical evidence supporting the disability. If a claim for sick leave benefits is unwarranted, payment for the absence will not be made.
- If an absence extends beyond the 7 calendar day waiting period the case will be forwarded to a Case Manager at Sun Life who, in coordination with medical specialists, will evaluate the claim, determine whether or not benefits are payable, and provide assistance in managing the associate's recovery and return to work. The Case Manager will act as a liaison between the associate and Edward Jones.
- Examples of required medical documentation which may be requested, but not limited to, are as follows:
 - Doctor's note including diagnosis, treatment, functional limitations, secondary issues and expected recovery/return to work date
 - Short term disability claim form
 - Medical narrative from a licensed physician/specialist
 - Telephone interview with treating physician/specialist
 - Further medical documentation may be requested at intervals deemed appropriate by the Case Manager, in order to support any ongoing or prolonged absence.
- It is the responsibility of the associate to provide all requested medical documentation and to maintain regular contact with the Human Resources department – Leave of Absence Team.
- Other details and requirements will be discussed with the HR department at the time the application for benefits is made.

Appeals Process

- If Sun Life denies the claim, the associate will have one opportunity to appeal the decision.
- If the claim is denied Sun Life will provide the associate with the reasons why the claim was not approved, and additional information may be requested.
- Associates must notify Human Resources and provide additional medical documentation to Sun Life within the next thirty (30) days to appeal the claim.
- Associates should work with their health care professionals to provide the requested documentation to support the claim.
- If the associate chooses not to appeal the decision, the associate is deemed not to meet the requirements of the Edward Jones short-term disability policy and is expected to return to work unless additional medical information is submitted to Edward Jones to support the absence. If an associate refuses to return to work or provide additional medical, the associate will be considered to have abandoned his or her position with Edward Jones.

Continuation of Group Benefits

- Edward Jones will continue to pay the firm portion of benefit premiums while an associate is away from work due to medical illness
- Health and dental coverage will continue while an associate is away from work, if the required payments are made.
- However, associates are required to pay for their regular share of the benefit premiums. If the regular share of the Associate's benefit premiums is not received for 3 consecutive months, coverage will automatically be terminated.
- The details of these payments will be arranged with the Human Resources department.

End of Short Term Disability Period

- The short term disability period is considered to be at an end either:
 - Upon return to work or
 - 17 weeks after the associate is absent from work
- This policy applies whether the disability claim has been approved or denied.
- Associates whose entire short term disability period has been approved are eligible to apply for long term disability benefits.
- More information can be obtained from the Human Resources department.

Contact

- Send an email to the HR Help team at CAN-HRHELP@edwardjones.com