

- New Hire
- Change
- Termination

Library Co. Benefits Advice Form

FOR PERMANENT EMPLOYEES ONLY

EMPLOYEE IDENTIFICATION (required)

LAST NAME	FIRST NAME
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NEW HIRE

BIRTH DATE (dd / mm / yyyy)	HIRE DATE (dd / mm / yyyy)	LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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STREET	CITY	PROVINCE	POSTAL CODE
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HOME PHONE NUMBER ()	LOCATION: PHONE: ()	HOURS PER WEEK
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EMPLOYMENT CATEGORY <input type="checkbox"/> FULL-TIME (minimum 20 hours/week) <input type="checkbox"/> PART-TIME (minimum 15 hours/week)	ANNUAL SALARY \$
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COST ALLOCATION (Percentage split between LibraryCo and Association)

100% LibraryCo

OTHER (Please indicate % split in Special Instructions)

CHANGE INFORMATION

EFFECTIVE DATE (dd / mm / yyyy)	LOCATION: PHONE: ()	EMPLOYMENT CATEGORY <input type="checkbox"/> FULL-TIME (minimum 20 hours/week) <input type="checkbox"/> PART-TIME (minimum 15 hours/week)
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HOURS PER WEEK	ANNUAL SALARY \$
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COST ALLOCATION (Percentage split between LibraryCo and Association)

100% LibraryCo

OTHER (Please indicate % split in Special Instructions)

TERMINATION INFORMATION

EFFECTIVE DATE (dd / mm / yyyy)	REASON <input type="checkbox"/> EMPLOYMENT TERMINATED <input type="checkbox"/> RESIGNATION <input type="checkbox"/> OTHER (Please explain in Special Instructions)
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SPECIAL INSTRUCTIONS

APPROVAL (required)

SIGNING AUTHORITY NAME:	SIGNATURE
POSITION:	
EMAIL ADDRESS:	DATE (dd / mm / yyyy)
PHONE: ()	

Instructions:

- Complete the Employee Identification, and the applicable sections for a New Hire, Change Information, or Termination on the Library Co. Benefits Advice Form
- Attach corresponding “Application for Group Coverage” or “Group Coverage Change” Form
- Have the appropriate authorized signatory sign the benefits advice form
- Send all applicable forms to Sandra, HR Representative at:

Human Resources Department
The Law Society of Upper Canada
130 Queen Street West
Toronto, Ontario M5H 2N6

Tel: (416) 947-3481
Fax: (416) 947-3448
Email: scastill@lsuc.on.ca