



**Catholic Independent Schools  
of Vancouver Archdiocese**

*Employee Benefits Programme*

**Benefits Office: (604) 683-9310**

**For questions regarding:**

- **Disability**
- **Maternity Leave/Approved Leave of Absence**
- **Benefit/pension policy interpretation**
- **Escalated claim issues**
- **Benefits eligibility**
- **ER Monthly billing statement** (adjustments, group benefits/pension/welcome plan updates/changes)

*ALL Application for Group Benefits and Pension, Group Change form, adjustments (Salary, coverage, update, termination), including Welcome Plan*

- **Optional Life**
- **Benefits issues**  
(denied claim, deferred drug card issues)
- **Information inquiry**  
(EE ID, Benefit cards, Lost Cards, PharmaCare)
- **Retiree benefits**  
(address change, payments)
- **Student recertification**
- **Monthly billing payments**  
(cheque payment)

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**Mary [mphan@cisva.bc.ca](mailto:mphan@cisva.bc.ca) EXT 51345**

**NOTE: SEND ALL ADJUSTMENT DOCUMENTS TO [benefits@cisva.bc.ca](mailto:benefits@cisva.bc.ca)**