

## GROUP LIFE

# Portability vs. Conversion

With Sun Life Group Life and AD&D plans, employees can keep their coverage when they are no longer eligible for the employer-sponsored group plan. Here's how Portability and Conversion work.

## About Portability

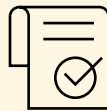
Portability means that you take with you—or “port”—your group coverage after employment ends. Porting is a good solution for employees who are 69 years old or younger and are not terminating employment due to retirement, illness, or injury. Ported coverage is term life insurance to age 70, and the employee pays premium for coverage directly to Sun Life.

Porting is available with Basic, Optional, and Voluntary Life and AD&D plans. Other eligibility and state restrictions may apply.

## About Conversion

Conversion means you change—or “convert”—your group coverage to an individual policy without having to answer any medical questions. Conversion may be a good solution for employees who are leaving a job, reducing hours, retiring, or have reached an age when group coverage may be reduced or eliminated. Converted coverage is permanent individual life insurance.

Our conversion option is available with Basic, Optional, and Voluntary Life coverage. Conversion is not available for AD&D plans.



### We make it easy

We understand that benefits administrators are busy managing personnel changes, so we help to make these options easy for employers to communicate, and easy for employees to understand.

For employers, we can provide standard portability and conversion notices that make notifying employees of their rights simple. Employees can call our Member Services representatives, who will review the employee's coverage and assist them with their application.

Once we have enrolled an employee, we take care of them through the duration of their coverage with Sun Life.

# Portability vs. Conversion with Sun Life plans

	Portability	Conversion
Description	Term life insurance up to age 70	Permanent individual life insurance
Coverage amounts	Employees may port the same coverage amounts they had under the group policy, up to \$500,000.	Employees may convert up to the amount of coverage they are losing. A more limited amount will apply if the policy or coverage is terminating for everyone.
Eligibility	<p>Eligible employees need to:</p> <ul style="list-style-type: none"> <li>• be covered under a group policy that includes portability</li> <li>• be younger than age 70 and terminating employment for reasons other than retirement or an illness or injury</li> <li>• submit a completed application and premium payment to Sun Life within 31 days of employment termination or as stated in the policy</li> </ul> <p>Other conditions may apply, please refer to your policy or certificate.</p>	<p>Eligible employees need to:</p> <ul style="list-style-type: none"> <li>• be covered by a group life insurance policy</li> <li>• be terminating employment, retiring, or losing group coverage entirely or in part because of age reductions or a change of class</li> <li>• submit a completed application and first premium payment to Sun Life within 31 days of loss or reduction of coverage</li> </ul> <p>Other conditions may apply, please refer to your policy or certificate.</p>
Dependents	Portability and Conversion are available for dependents. Please refer to the policy or certificate for details.	
How to apply	<ol style="list-style-type: none"> <li>1. Employer gives the employee a completed Sun Life portability notice.</li> <li>2. Employee calls Sun Life for an application and rates, and sends us the first premium check within 31 days.</li> <li>3. Coverage starts on the day we approve the application or the date we receive the first month's premium, whichever is later.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employer gives the employee a completed Sun Life conversion notice, including the rates.</li> <li>2. Employee downloads an application from our website, and sends us the first premium check within 31 days.</li> <li>3. Coverage starts on the day immediately following the end of the 31-day conversion period.</li> </ol>

Portability features described here apply to group insurance policies purchased after July 2007. Product offerings may not be available in all states and may vary depending on state laws, regulations, and group size. Voluntary AD&D portability is subject to state availability.

Group life insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 93P-LH, 98P-ADD, 12-GP-01, 15-GP-01, 15-LF-C-01, 12-GPPort-P-01, 15-LFPort-C-01, 13-ADD-C-01 and 13-ADDPort-C-01. In New York, group life insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 13-GP-LF-01, 13-LF-C-01, 12-GPPort-P-01, 13-LFPort-C-01, 15-LF-GP-01, 15-LF-C-01, 12-GPPort-P-01, 15-LFPort-C-01, 13-GP-LH-01, 13-STD-C-01 and 13-ADD-C-01. Product offerings may not be available in all states and may vary depending on state laws and regulations.

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