



UNITED DETERMINED MOBILIZED

IN HEALTH CARE

STARTING RETIREMENT OFF

ON THE RIGHT FOOT



These steps will help you start retirement off on the right foot. This way you will be able to focus on planning your favourite activities. We hope you find this checklist useful and wish you a wonderful retirement!

What steps should be taken?



Useful links:

Beneva: <https://www.beneva.ca/en/trouver-unformulaire/collectif/groupes/fiq>

Retraite Québec: retraitequebec.gouv.qc.ca/en

RIIRS: riirs.org



FIQ Montréal | Head Office
1234, avenue Papineau, Montréal (Québec) H2K 0A4
514 987-1141 | 1 800 363-6541

FIQ Québec
1260, rue du Blizzard, Québec (Québec) G2K 0J1
418 626-2226 | 1 800 463-6770

FIQP | Secteur privé
5630, rue Hochelaga, Montréal (Québec) H1N 3L7
514 543-4060 | 1 855 367-3477

fiqp.org | info@fiqsante.qc.ca

fiqsante.qc.ca

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Once you decide it is time for you to retire, you will have certain steps to take. Here is a checklist to help guide you toward this important phase of your life.

- You must fill out the application for a retirement pension (**079**). You can fill out the application for a retirement pension yourself on the Retraite Québec website under the section “Forms,” **or** you can ask your employer for help **or** you can ask Retraite Québec to send one to you.



We recommend that you send the form back to Retraite Québec **no later than three months before your retirement date**. It is generally the Human Resources employee benefits sector that handles retirement. So, to complete your request, you must first communicate with your employer **and agree on a date of departure** to write on the form.

- To determine your date of departure, you must decide how you will **take your accumulated time off** (vacation, holidays, etc.). You can decide to take it as time off before your departure or to be paid for it, which will influence your employment end date, which is why you must speak with your employer to set a date of departure.

- You also need to think about your **insurance**. While you are at work, you have group insurance with Beneva* which includes different components, i.e., prescription drugs, healthcare (healthcare professionals, foot orthotics, hospital room, etc.), long-term disability insurance and life insurance. Upon retirement, except for disability and prescription drug insurance, you can keep the other coverage with an individual contract.



Once your employer is notified of your retirement date, they will inform Beneva. Beneva will mail a folder to your home with information to help you **choose your retirement coverage** (pamphlet with the individual health insurance product of the Regroupement interprofessionnel des intervenantes retraitées des services de santé (RIIRS) or, **upon request**, you can receive the general product offered by Beneva, Perspective Healthcare Insurance). You can choose the coverage that best suits your situation. As for prescription drugs, there are a few details that will be explained after. Depending on your family situation, this decision-making process will be different if you are **single or in a couple**.

- If you are **single or if your spouse does not have group insurance that covers prescription drugs**, you will need to:

- Both register with the Régie de l'assurance maladie du Québec (RAMQ) for prescription drugs;
- Decide whether you would want to maintain health insurance (healthcare professionals, foot orthotics, hospital room, etc.). Beneva offers the individual health insurance product from RIIRS (you must be a RIIRS member to enroll) as well as their general product Perspective Healthcare Insurance. **Important: You must enroll no later than 60 days from your employment end date**. You can get individual, single parent or family coverage based on what you had while you were employed.

- If you are **in a couple and your spouse has group insurance that covers prescription drugs**, you will need to:

- Be covered by your spouse's group insurance;
- Once your spouse retires and is no longer covered by group insurance, you should both register with the RAMQ;
- Regarding the health insurance portion (healthcare professionals, foot orthotics, hospital room, etc.), you can choose coverage either with your spouse's insurer or with Beneva. **You must enroll no later than 60 days after your employment end date.**

- Lastly, you can choose to maintain the **life insurance** you had while employed at the time you retire. It is what we call a **conversion privilege**. You can use the conversion privilege in the contract within 31 days of the end date of your employment. However, by becoming a RIIRS member, you will get better premium rates thanks to their agreement with Beneva for up to a maximum of \$50,000. You will find the documents for this in the folder that the insurer will send to you in the mail. Beneva consultants will be happy to help properly assess your life insurance needs.

- In closing, we would like to remind you that as regards the life insurance you had while employed, you **must** choose whether you want to use your conversion privilege **at the time of retirement**, regardless of your family situation.



* La Capitale assureur de l'administration publique inc. becomes Beneva. It will still remain the insurer.