



PIPE TRADES SERVICES MN

## HEALTH & PENSION FUNDS

4461 White Bear Parkway, Suite 1 - White Bear Lake, MN 55110 • Phone: 651-645-4540 • Fax: 651-645-8119 • www.PTSMN.org

### Funeral Leave Claim Form

Please complete the form, sign and return to:

Pipe Trades Services MN  
4461 White Bear Pkwy, Suite 1  
White Bear Lake, MN 55110  
or e-mail to: questions@ptsmn.org  
or fax: (651) 645-8119

Member Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Local Union #: \_\_\_\_\_

I attended the funeral of: \_\_\_\_\_  
Name Date of Death

who was my (relationship) \_\_\_\_\_

**PLEASE NOTE: NO AUNTS OR UNCLAS ARE INCLUDED IN THIS BENEFIT**

Please include a copy of the obituary notice from the paper or funeral home, or a memorial card if your name is listed on it (**if your name is not on the card, it is not sufficient**). If the obituary notice or sufficient memorial card is not available, please provide a copy of the death certificate.

If the deceased is a grandparent, brother or sister-in-law, and your name is not listed in the obituary or memorial card, please explain the relationship. If the deceased is a mother or father-in-law, state your wife's first and maiden name.

\_\_\_\_\_  
I certify the above information is true:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FUNERAL LEAVE BENEFITS is \$300.00 to attend the funeral of the following relatives of the employee:

the spouse of the employee, or the son, step-son, son-in-law, step-son-in-law, daughter, step-daughter, daughter-in-law, step-daughter-in-law, mother, step-mother, mother-in-law, step-mother-in-law, father, step-father, father-in-law, step-father-in-law, brother, step-brother, brother-in-law (your sister's husband or your spouse's brother), sister, step-sister, sister-in-law (your brother's wife or spouse's sister), grandfather, step-grandfather, grandmother, step-grandmother or grandchildren.

## GENERAL BENEFITS

### 1. Jury Duty

This benefit is a per diem payment for involuntary unemployment due to Jury Duty. At the present time the payment is \$90.00 per day. Evidence of Jury Duty by a Jury Duty Voucher is required.

Employees are not eligible for this benefit if they are retired, receiving disability payments or unemployment compensation. The purpose of this benefit is to reimburse the employee for lost time from work.

### 2. Funeral

The funeral benefit is \$300.00, to attend the funeral of the following relatives of the employee:

the spouse of the employee,  
son, step-son, son-in-law, step-son-in-law,  
daughter, step-daughter, daughter-in-law, step-daughter-in-law,  
mother, step-mother, mother-in-law, step-mother-in-law,  
father, step-father, father-in-law, step-father-in-law,  
brother, step-brother, brother-in-law (your sister's husband or your spouse's brother),  
sister, step-sister, sister-in-law (your brother's wife or spouse's sister),  
grandfather, step-grandfather,  
grandmother, step-grandmother or  
grandchildren.

A copy of the obituary notice, death certificate or such evidence as the trustees may request is required for the funeral leave benefit. Employees are not eligible for this benefit if they are retired, receiving disability payments or unemployment compensation. The purpose of this benefit is to reimburse the employee for lost time from work.

### 3. EAP - Employee Assistance Program

The Employee Assistance Program is a professional counseling service offered to all employees and their families. A qualified counseling staff will talk with you about family, marital, financial, legal, emotional, mental health, alcohol, drugs and other problems. If there is a need to refer you to other services for further treatment, the staff will coordinate this referral with specialized treatment centers and hospitals in the area. If a person is referred to a specialist, the costs of going to that specialist is the responsibility of that person. If the specialist is in the medical field the employee should check with the Fund Office for benefits.

**At the present time our EAP is T.E.A.M.**

Total Employee Assistance Management

Phone: (651) 642-0182 or 1-800-634-7710 - After Hours Crisis Line: (651) 642-0182