



**Policy Number:** 6-1002  
**Origin:** Human Resources  
**Approved:** 1 April 1992  
**Issuing Authority:** Director; Human Resources  
**Responsibility:** Director; Human Resources  
**Effective Date:** 1 September 2007  
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Benefit details, and employee eligibility rules, may be found on the [Human Resources website \(https://smu.ca/about/hr/policies-and-procedures.htm\)](https://smu.ca/about/hr/policies-and-procedures.htm).

All benefit related forms may be accessed online through the [Human Resources website \(https://smu.ca/about/hr-and-payroll-forms.html\)](https://smu.ca/about/hr-and-payroll-forms.html)

Questions regarding benefits should be directed to the Human Resources Officer; Benefits & Compensation