

SHORT-TERM DISABILITY

- A. Each non-union employee, upon completion of three months continuous service with the County, shall be eligible for the new short-term disability benefit.

Employees that begin their service with the County of Elgin, as contract employees, will be eligible for short-term benefits when they attain regular employment, subject to section 1.20 (d) ii.

- B. Benefits as outlined below (C.) will commence on the first day of disability due to a non-occupational accident or sickness and will be payable at current rates for up to 75 days in any calendar year.

C. Length of Service (At December 31st)	Insured Days	
	<u>Full Salary</u>	<u>66 2/3 of Salary</u>
3 months but less than 1 year	5	70
1 year but less than 2 years	10	65
2 years but less than 3 years	15	60
3 years but less than 4 years	20	55
4 years but less than 5 years	25	50
5 years but less than 6 years	30	45
6 years but less than 7 years	35	40
7 years but less than 8 years	45	30
8 years but less than 9 years	55	20
9 years but less than 10 years	65	10
Over 10 years	75	0

Where an employee completes his/her three (3) months of continuous service and is unable to be credited with insured days as indicated in the table, full or 66 2/3 insured days shall be calculated on a prorated basis for the current year by taking the number of days from the completion of the probation period to December 31st of that year over 365 and multiplied by 5 and 70 respectively. Credits will be in multiples of one-quarter days.

- i.e.. Employee starts March 15 and completes probation period June 14. Calculation - June 15 to December 31 = 200 days

- C. $\frac{200}{365} \times 5 = 2.73$ or 2 3/4 days at full pay
- $\frac{200}{365} \times 70 = 38.36$ or 38 1/4 days at 66 2/3's pay
- D. Full salary days will automatically be reinstated at January 1st of each year, based on the length of service at that time, whether off sick at the time or working.
- E. (a) These days may not be used to top up Workplace Safety and Insurance Board benefits.
- (b) Employees with greater than two weeks of vacation entitlement may, at their written request, use the vacation credits in excess of two weeks to top up their payment of 66 2/3.
- F. An employee absent on a Statutory Holiday while on Short Term Disability, will have that day charged against their insured days.
- G. Any days to the credit of the employee contain no cash value, on termination of employment, by reason of retirement or otherwise.
- H. (a) After an employee has had three (3) periods of sick leave of three (3) days or less within a calendar year, the Employer may refuse to pay for the fourth or subsequent period of sick leave, notwithstanding that the employee has accumulated sick leave to his/her credit. It is understood that this provision is an endeavour to eliminate abuses of sick leave and is in addition to any other disciplinary action which the Employer may deem fit to invoke.
- (b) In order to protect the privacy of all employees and provide a fair and consistent method of managing all claims, where sick leave absence has or will be in excess of three consecutive days the following will apply:
1. The supervisor shall notify the Human Resources Coordinator of any absence in excess of three (3) consecutive scheduled shifts.
 2. The Human Resources Coordinator shall provide the forms to the employee to be completed and sent directly to the third party firm selected by the employer. If the employee can not obtain the forms prior to their absence, the third party disability management provider may send the forms directly to the employee or to the employee's treating practitioner. If there

were any questions as to whether the third party forms need to be completed, it would be at the discretion of the Director, in conjunction with Human Resources.

3. The Human Resources Coordinator shall notify the third party firm of the employee absence.
 4. The third party firm shall work closely with the employee, attending physician and the employer to have a successful return to work.
 5. Employees shall be responsible for providing all medically required documentation directly to the third party disability management provider.
 6. The employee is responsible for obtaining the required documentation at his/her own expense. The employee shall be reimbursed for all reasonable costs of obtaining medical documentation forms required by the County's third party disability management provider, if the absence is supported through adjudication and by original receipts. If the claim is not supported, then the employee is not eligible to claim reimbursement.
- I. An employee who is absent from employment due to pregnancy related illness or childbirth is not eligible for Sick Leave Pay during:
- (a) the period commencing ten (10) weeks prior to the calendar week of the expected date of delivery and ending with the sixth (6th) week after the calendar week at which the actual delivery takes place or;
 - (b) any maternity leave of absence mutually agreed to by you and the Employer or;
 - (c) any period of time for which you are eligible to receive maternity benefits as provided by the Employment Insurance Act.
- J. Short-term disability benefits, which begin to be paid prior to age 65, will continue until the employee has received a total of at least fifteen (15) weeks of benefits or has exhausted accumulated paid sick leave or, until the employee is no longer disabled or the employee retires, whichever comes first.

Special Circumstance: Example

An employee has returned to work following a lengthy illness. All seventy-five (75) sick days were exhausted. Perhaps the employee was even on long term disability.

County of Elgin

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Human Resources Policy Manual

Subject: **Short-Term Disability**

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In the unlikely event that this employee becomes ill again:

- a) If the medical documentation indicates that the illness is a recurrence of the original condition, every effort will be made with the long-term disability insurance carrier to have the long-term disability claim re-established.
- b) If the medical documentation clearly indicates that the reason for the absence is totally unrelated to the condition that previously caused the employee to be absent, the employee will have the short term disability plan restarted: i.e. 75 days, but @ 66 2/3 of salary.