Short Term Disability / Sick Pay Benefits Policy



1. **POLICY**

- Employees who have completed **[Three (3) months]** of continuous employment with XYZ Co. and who suffer a non-occupational illness or injury which causes an absence from work may become entitled to receive short term disability/sick pay benefits up to a maximum period of **[fifteen (15) weeks]** commencing in the date of disability, subject to the conditions specified hereunder in Paragraph 1.03 and 1.04.
- Schedule of Short Term Disability/Sick Pay Benefits are calculated as follows:
- **[one (1) week]** of regular base pay for each year of continuous employment with XYZ Co., reducing to;
- **[sixty percent (60%)]** thereafter until the maximum benefit period of **[fifteen (15) weeks]** is reached.

(See attachment A)

- Short-term disability/sick pay benefits will not be paid if:
- the employee is not under the care of a licensed physician;
- the illness or injury;
- is covered by Workers Compensation or the Canada/Quebec Pension Plan;
- in intentionally self-inflicted;
- results from war, service in the armed forces, or participation in a riot or disorderly self-inflicted;
- results from the commission of criminal offences;
- occurs during a leave of absence or on paid vacation;
- occurs during a strike or lockout at the place of employment;
- results from a motor vehicle accident covered by a provincial automobile insurance plan;
- results from the use of drugs or alcohol and the employee is not receiving continuing treatment for such use or is not compliant with medically recommended treatment.
- the employee is:
- engaged in employment outside of XYZ Co. for a wage of profit
- an inmate of a prison;
- not eligible for EI payments by reason of not being in Canada;
- receiving a retirement pension from XYZ Co.;
- already receiving pay from XYZ Co. for another reason during the period of

illness or injury, such as vacation;
- not compliant with medically-recommended treatment or fails to cooperate in providing medical information to XYZ Co., including participating in independent evaluations by medical and para-medical professionals;
- absent from work because of cosmetic plastic surgery, except where surgery is attributable to an illness or injury.
- In the case of maternity and/or parental leave, the illness or injury occurs after such leave has commenced or during any period in which the employee is in receipt of maternity or parental benefits under the Employment Insurance Act.
- Short-term disability/sick pay benefits commence as follows:
- The first day of absence that, within [three (3) days] of the first day of absence, the employee provides a certificate to [XYZ Co.] that he/she is under the active care of a licensed physician; and;
- Benefits are not paid beyond **[three (3) days]** unless such a certificate is provided to **[XYZ Co.]**
- Full benefits will be reinstated to employees who are receiving short term disability/sick payments in the following situations:
- in the case of a new illness or injury, one (1) month after the return to active employment, or
- in the case of a recurrence of an illness or injury, three (3) months after the return to active employment.

2. **PURPOSE**

- The purpose of this policy is to outline benefits that may be available to eligible employees during a period of absence due to an illness or injury that is not covered by the British Columbia Workers Compensation Act.

3. **SCOPE**

- This Statement of Policy and Procedure applies to all **[full-time]** and **[part-time] [non-union]** [Where appropriate: Short Term disability/sick pay benefits for union employees are governed by the terms of the applicable Collective Agreement].

4. **RESPONSIBILITY**

- Employees have the following responsibilities:
- to notify their immediate supervisor the reason for any absence from work as soon as possible;
- to provide to their supervisor the required medical certificate stating that they are under the care of a licensed physician in order to be eligible for short term disability/sick pay benefits;
- to comply with recommended treatment and authorize full medical disclosure, if requested;
- to participate in independent and evaluations by medical or para-medical professionals, if requested by XYZ Co.
- Supervisors have the following responsibilities:
- to verify, if possible, the reason for absence of any employee in the workplace; and
- to notify Payroll Department the need to commence short term disability benefits for the employee, if the absence is caused by an illness or injury not covered

by the British Columbia Workers Compensation Act.
- Payroll Department have the following responsibilities:
- consistent with the terms of this Statement of Policy and Procedure, short term disability/sick pay benefits and withhold legally required payroll taxes from such payments; and
- to ensure appropriate medical certification is received prior to paying more than **[three (3) days]** of benefits.

5. **DEFINITIONS**

- **“Regular base pay”** means an employee’s normal wage exclusive of overtime pay, shift premium, vacation pay or other allowances.
- **“Year of continuous employment”** means the completion of one year of employment commencing with the date of hire and ending on the next anniversary date of hire.

6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- *Workers Compensation Act* (British Columbia) and Regulations *Employment Insurance Act* (Canada) and Regulations *Employment Standards Act* (British Columbia) and Regulations

7. **PROCEDURE**

- *The* process by which eligible employees can access benefits under this policy is:
- A qualified employee is required to provide an appropriate medical certificate to their immediate supervisors within **[three (3) days]** of the first date of absence due to non-occupational illness or injury;
- An appropriate medical certificate must indicate the employee is under the active care of a qualified physician and indicate an estimated return-to-work;
- The employee, at all times, must comply with medical advice;
- Benefits payable under this policy, if the required medical certificate is not received within the prescribed time-limits, will be discontinued until such a certificate is provided to the supervisor; and
- Prior to paying benefits, XYZ Co. may request full medical disclosure or, require an independent evaluation by a medical or para-medical professional.
- A supervisor shall immediately forward to Payroll any medical certificate received. Payroll shall not continue regular base pay for more than **[three (3) days]** without the receipt of an appropriate medical certificate. The medical certificate shall be filed by Payroll in the employee’s Personnel File.
- Advance written approval of the **[General Manager]** is required for any exceptions or deviations to this policy.

8. **ATTACHMENTS**

Attachment A – Schedule of Short-Term Disability/Sick Pay Benefits