



Policy Type: Human Resources
Policy #: HR-700-08
Approved by Council on: November 27, 2017

Human Resources – Short Term Disability (Sick Leave)

Policy

The Town shall provide a short-term disability plan to employees as outlined herein.

Objective

To minimize the financial hardship which may be created when an employee is temporarily unable to report to work due to illness or injury.

Procedure

Non-Union Full-Time Employees

The provision of sick leave is to be utilized by employees when they are unable to report to work due to their own illness or injury. All permanent full-time employees (not on probation) shall earn sick leave credits at the rate of one and one quarter (1 ¼) days for every month an employee is employed up to a maximum of one hundred and sixty (160) days' credit.

Sickness must be reported by employees to the employer as soon as possible on the first day of absence.

To ensure the continuation of short-term disability benefits, when requested by the Town, or where the employee is absent or expected to be absent for three (3) days or longer, employees must provide a medical certificate signed by a duly qualified medical practitioner:

- a) confirming that the employee is unable to perform his/her duties due to his/her medical condition;
- b) indicating the prognosis and/or probable or expected duration of the medical condition; and



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- c) identifying the medical restrictions, if any, applicable to the employee's return to work, where appropriate.

When an employee is required to produce a medical certificate confirming that he/she is able to return to work, the Employer shall pay the cost of the certificate.

During a period of short-term disability, the employer's share of the contributions to maintain the employee's enrollment in existing benefit plans will continue. If the short term disability leave is in excess of 20 consecutive working days the employee will stop earning sick leave credits until they return to a full work schedule.

In any case of prolonged illness, the employee shall submit such periodic reports on his/her condition as the Town may require.

If an employee has approved vacation scheduled during the short-term disability period, the employee will be charged with the vacation unless he/she becomes an inpatient at a recognized hospital or attends a hospital emergency room for a serious illness,

- a) immediately preceding the scheduled vacation period and continues under the care of a physician during the scheduled vacation period; or
- b) during a scheduled vacation period and continues under the care of a physician during the scheduled vacation period,

in which case, the vacation will be rescheduled at a time agreeable to the employee and the Town.

The Employer shall regularly advise each employee in writing of the amount of sick leave accrued to his/her credit. The Employee shall have thirty (30) calendar days to identify any discrepancies and advise payroll staff.

Where written notice of termination of employment has been given, and the employee becomes disabled during the notice period, the Town will maintain disability payments in accordance with the short-term plan. This notwithstanding, the Town will deem the employer/employee relationship to be severed at the end of the notice period.