

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: D-01
POLICY: Short-term Disability Plan			
DATE: JUN/93	REV. DATE: MAR29/12	COVERAGE: All Non-Union Full-time Employees	PAGE #: 1 of 5

POLICY STATMENT:

The County of Renfrew provides income protection through a Short-term Disability Plan for periods of up to seventeen (17) weeks, per incident.

PROCEDURE:

1. All full-time employees covered by this Policy are eligible for coverage after three (3) months service with the County, except if there is a break in service. The pro-rated part-time service is reflected in determining eligibility under the waiting period and for the purpose of determining the extent of leave available at one hundred percent (100%) of salary.
2. The following apply to coverage:
 - (a) Coverage is in effect twenty-four (24) hours per day and provides income protection for any illness or injury that is not covered by *Workplace Safety and Insurance Benefits* and the *Ontario Automobile Insurance Act*.
 - (b) When an employee becomes eligible for coverage, coverage commences with the first day of illness based on the following benefit schedule:

Length Of Service	100% Of Salary	67% Of Salary
3 months but less than 1 year	1 week	16 weeks
1 year " 2 yrs.	2 weeks	15 weeks
2 yrs. " 3 yrs.	3 weeks	14 weeks
3 yrs. " 4 yrs.	4 weeks	13 weeks
4 yrs. " 5 yrs.	5 weeks	12 weeks
5 yrs. " 6 yrs.	7 weeks	10 weeks
6 yrs. " 7 yrs.	9 weeks	8 weeks
7 yrs. " 8 yrs.	11 weeks	6 weeks
8 yrs. " 9 yrs.	13 weeks	4 weeks
9 years and over	17 weeks	0 weeks

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- (c) An employee covered by this benefit has up to seventeen (17) weeks of benefit coverage per illness/disability. Based on the number of years of service, an employee may be eligible for coverage at one hundred percent (100%) of salary or sixty-seven percent (67%) of salary in accordance with the above schedule.
- (d) If an employee returns to work and has a recurrence of the same illness/disability, the employee is entitled to sick leave of seventeen (17) weeks minus the period of sick leave used for the previous occurrence(s).
- (e) Reoccurrence after three (3) consecutive weeks of full duty and full hours, reinstatement of full entitlement.
- (f) If, during any fully paid leave of absence, an employee becomes ill, the employee advises the Employer of the illness. Appropriate certification, if required, is requested. An employee on any leave of absence that is not a fully paid leave is not eligible for payment of short-term benefits in the event of illness. Eligibility for short-term benefits is reinstated once the employee returns to work, as authorized.
- (g) If an employee is sick/disabled, other forms of leave cannot be substituted for the employee's sick leave entitlement.
- (h) If, during the short-term disability leave, an employee is laid off or terminated other than for retirement, the employee continues on short-term disability leave until the earliest of:
 - (i) the expiry of his/her short-term disability coverage (seventeen (17) weeks per incident).
 - (ii) the end of the illness.
- (i) If notice of layoff or termination is given prior to the commencement of the short-term disability leave, and the short-term disability leave starts within two (2) calendar months of the layoff/termination date, the leave stops on the layoff/termination date.
- (j) If an employee does not provide functional abilities information and/or satisfactory medical information to support total disability for an absence that is

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forecast to be for more than 10 consecutive working days, short-term disability benefits can be suspended.

- (k) Participation in the return to work program (Policy G-05) performing modified work concurrent with functional abilities is expected if offered. Non-participation may result in suspension of short-term disability benefits;
 - (l) If an employee returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, his/her remaining sick entitlement can be used to cover the hours he/she is unable to work (eg. employee usually works 7 hrs./day – 5 days/week, employee has two weeks (70 hours) of short-term sick leave remaining; employee returns to work through a modified work program (work hardening program) but is only able to work 4 hrs./day – 3 days/week; employee will be paid regular for 12 hours/week and short-term sick leave entitlement for the remaining 23 hours/week).
 - (m) If an employee returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, his/her sick leave entitlement is pro-rated (eg. employee usually works 7 hrs./day – 5 days/week but is currently working 3 ½ hrs./day – 5 days/week; employee calls in to work with an unrelated illness; employee is entitled to one-half (1/2) entitlement (one-half (1/2) day as opposed to one (1) full day).
3. The following apply to benefit and service continuation:
- (a) During the period of short-term disability all benefit coverage continues subject to proper and acceptable medical certification for absence. If employment is terminated during the short-term disability leave, benefits cease on the termination date except for LTD coverage relevant to the present disability causing the employee to be on short-term disability. Life coverage should be continued until approval of LTD.
 - (b) Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave for illness. Service will not accumulate after one (1) calendar year of absence.

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4. The following apply to incentive payouts:

- (a) Each employee is eligible for six (6) days incentive payment for the twelve (12) month period from December 1st to November 30th. Such incentive payment is reduced by one-half (1/2) day for each day that an employee is absent due to sick leave usage and by one-quarter (1/4) day for each half (1/2) day that an employee is absent due to sick leave usage.
- (b) Each December, every employee receives a payout of the credits earned during the year.
- (c) A new employee will not earn credits for the first three (3) months of employment.
- (d) On termination or transfer from full-time to part-time status, an employee is eligible for only one-half (1/2) day credit per completed month of service.
- (e) Employees will not become eligible for sick leave incentive payment if the employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.

5. The following apply to medical certification for leave:

- (a) A medical certificate is required under the short-term plan in the following circumstances:
 - (i) during the period of short-term sick leave if the leave continues beyond three (3) consecutive days.
 - (ii) for continuation of paid sick leave beyond layoff or termination as outlined in 2(h).
- (b) In addition, employees in hourly paid classifications require medical certificates:
 - (i) for any sick leave of absence of three (3) consecutive days or longer.
 - (ii) for sick leave of absence of any duration after three (3) cumulative days of sick leave usage in a calendar year except where average usage, by County

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Department, has decreased to seven (7) days or less per employee average in which case the cumulative, non-certified absence is five (5) cumulative days.

- (c) During the short-term sick leave, straight time pay is continued; however, if proper medical certification is not provided as required, the absence is without pay, and deducted from future earnings.
6. The following apply to medical examination:
- (a) In the situation when a medical certificate of disability is deemed unsatisfactory by the County or in the event that abuse of sick leave is suspected, or where legitimate but excessive sick leave usage appears to occur, an employee may be required to have a medical examination by a physician appointed by the County.
 - (b) An employee eligible to continue paid sick leave beyond layoff or termination, as outlined in 2(h), may be required to have a medical examination by a physician appointed by the County.
 - (c) Applicable costs involved are paid by the County.