

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> D-03
<b>POLICY:</b> Benefit and Service Continuation During Short- and Long-Term Disability			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> MAR25/09	<b>COVERAGE:</b> All Non-Union Full-time Employees covered by the Short and Long Term Disability Program	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

An employee's benefits and services entitlements may be affected by periods of short- and long-term disability.

**PROCEDURE:**

1. The following apply to short-term disability:
  - (a) During the period of short-term disability (maximum seventeen (17) weeks) existing salary and all benefit coverage continues at the levels in effect at the time of disability subject to proper and acceptable medical certification for absence.
  - (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 twelve (12) months of absence.
  
2. The following apply to an employee who is approved for long-term disability:
  - (a) Upon completion of the seventeen (17) week short-term disability, employee health and dental benefit coverage would be provided to the employee based on the following matrix:

Years of Services	Employee/Employer Split
5 years of service or less	100% Employee paid
>5 – 10 years of service	75% Employee / 25% Employer paid
>10 – 15 years of service	50% Employee / 50% Employer paid
>15 – 20 years of service	25% Employee / 75% Employer paid
>20 years of service	100% Employer paid

Benefit coverage will cease when the employee reaches the age of 65;

- (b) Waiver of Premium is applicable to Ontario Municipal Employees Retirement System (OMERS), long-term disability benefits, and life insurance.
- (c) Service for the purpose of vacation entitlement and sick leave is retained but not accumulated.