

Sick Leave, Critical Illness and Long Term Disability Policy



Section	Date	By-Law Number	Page	Of
Human Resources	October 25, 2022	145-2022	1	3
Subsection	Repeals By-Law Number		Policy Number	
Non-Union	57-2019		HR- 3-10	

Policy Statement

The City of Kenora is committed to supporting the financial wellness of employees who are unable to work in any capacity due to illness and/or injury, by providing income assistance to replace or supplement income lost due to injury, illness or disability to support employees focus on recovery, not their finances.

The purpose of this policy is to provide financial assistance and/or supplemental income to an employee who is unable to work in any capacity due to illness and/or injury, not eligible for benefits under the Workplace Safety and Insurance Act (WSIA).

Scope

This policy applies to employees in the Non-Union Professional and Managerial group.

Benefits

1. Paid Sick Leave

Paid sick leave is an employer paid benefit at the rate of one and one-half (1.5) days per month per year. Sick leave accruals accumulated year to year, with no maximum.

Unused sick credits provide no cash value upon end of employment and cannot be used to cover any other absence.

2. Critical Illness Insurance

Provides employees with a one-time, taxable payout for allowable newly diagnosed critical illness. The lump sum payout can be used to cover medical expenses, (travel costs, supplementing lost income for a spouse, modification to home and vehicles, child/pet care, etc.)

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3. Long Term Disability (LTD)

Tax-free regular income to replace income lost because of a lengthy disability due to disease or injury. Benefits begin after the waiting period is over and continue until the employee is no longer disabled as defined by the policy or they reach age 65, whichever comes first.

4. Extended Sick Leave - Bridging to LTD

Access to extended sick leave benefit is provided to employees who are not able to work in any capacity due to illness and/or injury (deemed compensable under LTD Plan Text), to bridge the gap between the employees total accrued sick benefit (18 days per year of service cumulative) and the waiting period as defined by the LTD Benefit.

This employer paid benefit provides employees, in this defined group, with access to paid sick leave to support with a gap between an employees accrued sick leave and the waiting period as defined by the LTD benefit. The benefit would be calculated using the following formula:

Employee sick leave accrual – defined waiting period = X

- If the result is negative the employee would be entitled to access the extended sick leave benefit for the remaining work days.
- If the result is positive no extended sick leave benefit would be provided.

Extended Sick Leave Table

Years of Service	Accrued Sick Leave <i>(Work Days)</i>	Extended Sick Leave Benefit Max <i>(Calendar Days)</i>
Less than one	1.5 days / month	
1 year	18 days	111 days
2 years	36 days	83 days
3 years	54 days	65 days
4 years	72 days	47 days
5 years	90 days	29 days
6 years	108 days	11 days

Once an employee has satisfied the waiting period as established by the City's benefits provider, they are no longer eligible to receive the extended sick leave benefit, regardless of the status of their claim.

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Medical Documentation

The employer reserves the right to request information through medical inquiry which will allow it to:

- verify the legitimacy of the employee's absence;
- understand the employee's prognosis;
- to confirm that the employee's ability to perform work in any capacity e.g. reduced hours; and
- Safely return the employee to the workplace.

Deviations from Policy

Any deviations in the application of this policy will occur only with the pre-approval of the Chief Administrative Officer, or as delegated by the CAO to the Director of Human Resources.

Responsibilities

Employees

- Inform their Supervisor as soon as reasonably possible when they are unable to attend work due to illness and/or injury.
- Provide medical documentation as requested by the employer to support access to sick leave benefits and to answer questions or provide information about relevant restrictions or limitations, including information from health care professionals.
- Participate in discussions about possible accommodation solutions
- Complete and submit the necessary paperwork for establishing an LTD claim at the earliest point in the process.
- Accept LTD benefits once the waiting period is established and the claim has been approved.
- Participate in ongoing discussions as required to support the process.