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#### Date

The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on October 24, 2017.

#### Purpose

The District of Lake Country (“District”) is committed to ensuring that exempt staff members are adequately covered financially in the case of illness or injury.

This policy outlines District and Employee responsibilities with respect to the Short Term Disability for Exempt Staff plan.

#### Policy

##### 1. DEFINITIONS

“**Self-Insured**” means that the District pays based on actual claims directly to the employee. There is no third party insurer involved.

“**Human Resources**” means the person(s) appointed to the position(s) of Manager of Human Resources and Health Sustainability and/or the Human Resources and Safety Advisor, or a designate.

“**One Event**” means continuous absence due to the same or related causes.

##### 2. SCOPE

2.1. This policy covers all permanent and term full and part time exempt District employees who work a regular schedule. Casual employees are not covered by this policy.

##### 3. PRINCIPLES

3.1. The fundamental principles underlying this policy include:

- (a) Short term disability provides coverage if an employee is unable to work due to illness or injury.
- (b) Benefit amount is limited to base salary.
- (c) Vacation entitlements continue to accrue through short term but not long term disability (LTD).
- (d) A fit for duty form is required for illness or injury of more than 5 working days.

- (e) The maximum time period for any one event is limited to the elimination period for the exempt LTD plan (119 days), whether or not the LTD claim is accepted. If an employee returns to work from LTD and the disability occurs again within six months it will be considered a continuation of the same claim.
- (f) The benefit is available only until the last day of the month in which an employee reaches age 65.
- (g) For term employees the benefit is only available until the last day of the specified term.
- (h) The benefit is self-insured by the District and is considered taxable income.

#### 4. GUIDELINES

4.1. The following guidelines have been developed to support the interpretation and application of this policy:

- (a) An accommodation should be requested where an employee is able to perform some, but not all, of their duties.
- (b) Where an employee applies for and does not qualify for long term disability, a Record of Employment (ROE) will be issued and the employee may apply for Employment Insurance (EI) and/or Canada Pension Plan (CPP) disability benefits.

#### 5. ROLES AND RESPONSIBILITIES

##### 5.1. Employee:

- (a) A Fit for Duty form must be completed indicating any limitations or restrictions, nature of condition, prognosis, and confirmation of compliance with a treatment plan for absences beyond five working days.
- (b) Stay in regular communication with the supervisor and/or Human Resources as to changes in prognosis.
- (c) For absences where replacement staff have been scheduled a minimum of one week notice for return to work is required.

##### 5.2. Human Resources:

- (a) Ensure appropriate documentation is received.
- (b) Consider information received and consult internally to determine if an accommodation may be appropriate.
- (c) Liaise with third party providers and other outside agencies.
- (d) Keep issues and information strictly confidential, sharing information only on a "need to know" basis.
- (e) Provide advice, support, guidelines and resources related to policy interpretation and procedures to employees and managers.

##### 5.3. Managers / Supervisors:

- (a) Monitor and communicate with the employee regularly.
- (b) Keep health information strictly confidential, sharing information only on a "need to know" basis.

  
Alberto De Feo  
Chief Administrative Officer

24.10.2017  
Date