

## Sick Leaves:

### Protocols for Short-Term Sick Leave and Long-Term Disability Leave

These plans provide financial security for all active clergy, Licensed Lay Workers, Cathedral Place Staff, full-time employees of Canterbury Hills and eligible parish employees on central payroll. This information sheet outlines the usual timeline and markers for those who may be in need of a short-term sick leave or, following that, a long-term disability leave.

The Diocese of Niagara has a special agreement with the Employment Insurance Commission (EI) whereby we “top up” EI payments to 95% of income for up to 119 days. This is called a Supplemental Unemployment Benefit Plan or SUB Plan. It is used during short-term sick leaves. In addition to Niagara’s EI SUB Plan, the national church administers a Long Term Disability (LTD) Plan. That benefit, when a claim for benefit is accepted, begins following the 119 day period (the maximum duration of an EI sick leave). Please know that LTD Plan Premiums are paid by your employer and, therefore, LTD benefits are taxable.

We hope and pray that your illness will be short-lived and you will be able to return to work as soon as possible. However, it is prudent to prepare for all eventualities. Our experience has been that it is much easier to stop the processes of applying for benefits than to start them.

If you follow these steps and complete the necessary forms in a timely fashion, greater income continuity and security are promoted. Contact Ms. Trish Foden, Payroll Administrator, at [payroll@niagaraanglican.ca](mailto:payroll@niagaraanglican.ca)/905-527-1316 x510 for necessary forms or the Director of Human Resources, the Reverend Canon Terry DeForest – [terry.deforest@niagaraanglican.ca](mailto:terry.deforest@niagaraanglican.ca)/905-527-1316 x340) for more information.

Time	Action
Use up any remaining sick days of the annual allotment of sick days	-Medical Report required for an absence in excess of the annual allotment of sick days. It is prudent to arrange for that Medical Report to arrive on or before the date that sick days are exhausted.
Day 1	Day after annual allotment of sick days are exhausted.
After receipt of Medical Report	-Record of Employment (ROE) is issued by diocesan Payroll Administrator dated for Day 1. -Form for promising to repay balance owing of amounts loaned at the beginning of the sick leave period; to maintain EI Sick Leave benefits and to reimburse the diocese for all EI Sick Leave benefits received is sent to the office-holder/employee.
Upon issuance of ROE	-EI Sick Leave application is made by office-holder/employee. -Promise to repay of balance owing of loaned amounts; maintain EI Sick Leave benefits and to reimburse all such benefits signed and returned to the Payroll Administrator. -Maintenance of benefits requires weekly reports to EI. -EI recipients are not eligible to take vacation during a sick leave and are advised not to leave the province unless it is for medical treatment. Failure to comply will result in loss of benefits during a vacation period and may result in discontinuation of sick leave benefits. -Clear and coordinate any return to work, partial or full, with the Director of Human Resources.

Time	Action
	<ul style="list-style-type: none"> <li>-Should only a partial return to work be undertaken, do not report that EI recipient has "returned to work." This may terminate eligibility for benefits. Report all income received for hours worked during the reporting period.</li> <li>-Loans equal to 95% SUB Plan payments are advanced for the first 7 weeks.</li> </ul>
Day 49	<ul style="list-style-type: none"> <li>-Confirmation of receipt of EI sick leave benefits and reimbursement of EI sick leave benefits received to date are both required for reclassification of loans as SUB Plan payments.</li> <li>-If not received, all loans will be discontinued and will come due, with payment in full required during the calendar year in which loans were extended.</li> <li>-Failure to repay the amounts loaned will result in any remaining loan balance being deducted at source from any future earnings and reclassification of the balance owed as taxable income.</li> </ul>
After 60 days on sick leave	<ul style="list-style-type: none"> <li>-Office-holder/employee begins application for CPP disability &amp; Long-Term Disability benefits.</li> <li>-Applicant, applicant's physician and the Director of Human Resources each must complete a portion of this application.</li> </ul>
After 75 days on sick leave	<ul style="list-style-type: none"> <li>-Office-holder/employee ensures that complete application for LTD has been received by Pension Office.</li> </ul>
After 119 days	<ul style="list-style-type: none"> <li>-All payments under EI SUB Plan are discontinued</li> <li>-If LTD is granted, LTD benefits begin.</li> </ul>

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