



ANGLICAN  
DIOCESE OF  
NIAGARA

## Sick Leaves:

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

These plans provide financial security for all office-holders (active clergy or Licensed Lay-Workers) and eligible lay staff from amongst Cathedral Place employees, full-time employees of Canterbury Hills, and 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 Synod of the Diocese of Niagara [hereafter “Synod”] has a special agreement with the Canada Revenue Agency [hereafter “CRA”] whereby we are able to “top up” Employment Insurance Sick Leave [hereafter “EI Sick Leave”] benefit payments to 95% of pre-leave income for up to 119 days. This is called a Supplemental Unemployment Benefit Plan [hereafter “SUB Plan”]. It is used for eligible employees/office holders during short-term sick leaves. In addition to Niagara’s SUB Plan, the national church administers a Long-Term Disability [hereafter “LTD”] Plan for eligible employees/office-holders. 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 [hereafter “ER”] 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 set out below 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 Rev’d Canon Terry DeForest – [terry.deforest@niagaraanglican.ca](mailto:terry.deforest@niagaraanglican.ca) (905.527-1316 x. 340) for more information.

Revised: June 14, 2021

### Sick Leaves: Protocols concerning SUB Plans and LTD Leaves

Order of events	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. The medical note needs to state the date on which the employee/office-holder [hereafter "EE/OH"] is fully unable to attend work due to illness or injury, and, where possible, the anticipated duration of the absence.
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. This is issued electronically, directly to CRA (EI).
Application for EI Sick Leave	-The EE/OH applies for EI Sick Leave benefits and submits proof of such application to the diocesan Payroll Administrator, copying the Director of Human Resources. [Note: The application for EI Sick Leave benefits is the sole responsibility of the EE/OH. It cannot be made the Synod, parish or other church ER.]
Entering into SUB Plan agreement	<p>-Upon receipt of proof of EI Sick Leave application, the letter for agreement to the terms and conditions of the SUB Plan as administered in the diocese is sent to and signed by the EE/OH, and, returned to the diocesan payroll administrator. The EE/OH therein agrees, as conditions of their eligibility for SUB Plan benefits, to:</p> <ul style="list-style-type: none"> <li>• submit proof of both acceptance of the claim for EI Sick Leave benefits and the amount of the benefits being awarded for each period claimed;</li> <li>• repay to the Synod (which in turn will credit the relevant parish or other ER) over the course of two months or less (since the date the loan was extended) any amount loaned by the employer to provide income security while awaiting approval of the EI Sick Leave claim;</li> <li>• maintain EI Sick Leave benefits by: <ul style="list-style-type: none"> <li>○ making weekly EI reports;</li> <li>○ submitting a record of weekly EI reports to the Synod;</li> <li>○ not invalidating eligibility for EI Sick Leave by: <ul style="list-style-type: none"> <li>▪ taking vacation during the leave;</li> <li>▪ travelling out of province for reasons other than medical treatment;</li> </ul> </li> </ul> </li> <li>• when authorized to return to work (gradually or fully), submit a Medical Report granting such authorization and detailing any limitations or restrictions imposed on the type of work/responsibilities or hours of work; and,</li> <li>• clear and coordinate any return to work, partial or full, gradual or immediate, with the Director of Human</li> </ul>

	Resources. [Report all income received for hours worked (including partial hours) during the EI reporting period.]
Bridging loan is extended	<p>-Upon receipt of a signed letter of agreement to terms and conditions of the SUB Plan, the EE/OH is eligible to receive a SUB Plan bridging loan. Since there is sometimes a delay in the government's processing of EI Sick Leave claims and in the receipt of first benefit payments, the Synod offers to extend (on behalf of the parish or other ER) a bridging loan to ensure income security at the beginning of an EI Sick Leave.</p> <p>-The amount of this loan is not to exceed the gross amount of the EE/OH's monthly compensation or \$2,500 (whichever is less).</p> <p>-When a loan is made, it must be repaid within two months of receipt of the first EI Sick Leave benefits. [If a claim is not accepted, the loan must be repaid within three months of Day 1 (the day after the sick day allotment is exhausted).]</p>
SUB Plan "Top-up" commences	<p>-Upon receipt of proof of acceptance of the EI Sick Leave claim, the Synod will pay (on behalf of the ER), an amount equivalent to the difference between the EI Sick Leave benefits (paid or anticipated) and 95% of the pre-leave monthly gross compensation. [This top-up is separate from the bridging loan.]</p> <p>-This would normally be equal to 95% of pre-leave gross weekly compensation during the initial one-week waiting period for EI Sick Leave benefits, if any, plus 40% of pre-leave gross compensation for subsequent weeks. The amount of the top-up in subsequent weeks may exceed 40% in cases where the EE/OH receives compensation greater than the maximum EI insurable income figure.</p> <p>-The top-up is subject to employee contributions to pension, if enrolled as an active contributing member, and employee premiums for medical/dental benefits, if any, and other deductions (except EI premiums).</p> <p>-The Synod will invoice the parish or other ER as usual for these top-up deposits. [The difference between the costs of the top-up and the usual pre-leave employer costs is available to secure replacement coverage during the leave.]</p>
After 60 days on sick leave	-Those EE/OHs covered by LTD benefits should begin preparing an application for both CPP disability & LTD benefits. The applicant, applicant's physician and the Director of Human Resources each must complete a portion of this application.
After 75 days on sick leave	-EE/OH ensures that complete application for LTD has been received by Pension Office.
After 119 days	<p>-All payments under SUB Plan are discontinued</p> <p>-If LTD is granted, LTD benefits begin.</p>