



<b>POLICY NUMBER:</b>	<b>CS-1316-2013</b>
<b>POLICY TITLE:</b>	<b>Short Term Disability – Supplement Policy</b>
<b>POLICY OWNER:</b>	<b>Chief Human Resources Officer</b>
<b>EFFECTIVE DATE:</b>	<b>December 2013</b>

### **1. Purpose**

The purpose of this policy is to identify the rules regarding the management of requests to supplement Short Term Disability benefits.

### **2. Application and Scope**

This policy applies to all full time Academic and Support Staff employees who are eligible for Short Term Disability benefits.

### **3. Definitions**

**“Short-Term Disability (STD)”** is a self-insured benefit that is paid for by the College and is available to employees as defined in the Collective Agreement or Terms and Conditions of Employment.

**“Staffing Action Form (SAF)”** is a formal document used to communicate any changes to a full-time (FT) employee’s position, salary, organization, etc.

### **4. Principles**

The College recognizes the need to maintain a specific and consistent process for managers to follow upon receipt of a request to supplement short term disability benefits.

### **5. Accountability and Compliance**

#### **5.1 Accountability Framework**

This policy has been approved by the Senior Management Team.

#### **5.2 Compliance**

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with the Academic and Support Staff Collective Agreements, as well as any additional applicable provincial legislation and related policies.

### **6. Rules**

An employee who is in receipt of short term disability benefits paid at less than 100% of their regular base earnings, will not be allowed to supplement (or top up) their benefits with unused vacation days in order to increase benefits paid.

## **7. Roles and Responsibilities**

### **7.1 Manager's Responsibilities**

- Ensure policies and procedures are consistently applied
- Monitor and manage timekeeping relating to attendance management and absences due to illness/injury
- When a full-time employee has exhausted his/her short term disability benefits paid at 100% of their regular rate, and takes additional sick time, the manager is responsible for initiating a Staffing Action Form (SAF) to reduce his/her pay for each sick day taken. This applies only to employees whose case is not formally being managed by the Return to Work Consultant.

## **8. Policy Revision Date**

### **8.1 Revision Date**

December 2015.

### **8.2 Responsibility**

The Chief Human Resources Officer will review this policy every two years or earlier where required.

## **9. Specific Links**

Academic Collective Agreement Article 17

Support Staff Collective Agreement Article 8.1.3

Employee Benefits Handbook for Academic (Full Time) and Support Staff (Full Time)

Return to Work Policy