

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Long Term Disability (LTD)**

POLICY/PROCEDURE NO. 9.2

EFFECTIVE DATE: October 16, 2002

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SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation recognizes that circumstances may arise that requires an employee to be absent from work due to non-occupational injury/illness for a period longer than established under the Short- Term Disability Plan.

A full-time non-union employee, who has completed their probationary period, and who is absent from work due to a non-occupational injury/illness shall be eligible for long-term disability (LTD) benefits following the expiration of the short-time disability benefit period.

Employee participation in the Long-Term Disability Plan is a mandatory condition of employment.

Whenever possible, the employee is responsible to minimize the impact of the absence to the Corporation, colleagues and clients.

## **PURPOSE:**

To provide monthly income replacement to an employee who, because of a qualifying disability, remains unable to work after they cease to be eligible for benefits under the Short-Term Disability Plan.

## **SCOPE:**

All non-union, full-time employees, as determined by the Corporation, who have completed their probationary period are eligible for LTD providing the requirements under the plan are met.

## **PROCEDURE:**

1. The Corporation's insurance carrier determines the application procedure and approval of LTD benefits.
2. The coverage provides monthly income up to a maximum of 66⅔% of the employee's pre-disability monthly income.

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3. Coverage terminates at age sixty-five.
4. The Human Resources Division, in cooperation with the employee, will initiate the application for LTD benefits. This activity will commence four (4) weeks prior to the expiry date of STD benefits.
5. Should LTD benefits be approved, credit for service for the purpose of salary, incentive programs, vacation, STD or any other benefits will be suspended and unused vacation will be paid out the first year.
6. Upon return from leave, the employee shall be reinstated into their previous position should it exist or a comparable position commiserate with the employee's qualifications, experience and ability.

## **ACCOUNTABILITY:**

Employees are obliged to cooperate with the Corporation and provide the required documentation and expected date of return to work.

The Human Resources Division is responsible for facilitating the LTD application process and when requested provide assistance and guidance to employees with regard to income replacement plans.

Approval of LTD benefits will be in accordance with the policies and practices of the respective LTD insurance carrier. Any dispute regarding eligibility shall solely be between the employee and the carrier.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 5<sup>th</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Health, Safety & Wellness Services, Human Resources Division.