

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 6

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.

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 short-term disability (“STD”) benefits for up to fifteen (15) weeks provided by the Corporation.

Employees have an obligation to minimize the impact of the absence to the Corporation, colleagues and clients.

The Corporation, at any time, may request medical evidence of the employee’s disability from a qualified medical practitioner.

## **PURPOSE:**

To provide short-term income benefits to full-time non-union employees in the event of non-occupational injury/illness.

## **SCOPE:**

All full-time, non-union employees who have completed three (3) months of continuous service.

## **PROCEDURE:**

### 1. APPLICATION FOR STD

- a. For employees who have completed three (3) months of continuous service, salary is paid in full for the first three (3) days of absence due to a non-occupational injury/illness.
- b. An application for STD benefits is made on the fourth day of absence.

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 2 OF 6

SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

- c. It is the employee's responsibility to fully complete their portion of the application and ensure that required medical documentation is secured. Securing medical documentation may occur, as required by the Corporation, to determine ongoing entitlement to benefits. The cost of obtaining medical documentation will be borne by the employee.
- d. In order to ensure confidentiality, the application and all related medical documentation, must be forwarded by the employee to:

City of Brampton  
Health, Safety & Wellness Services Human Resources Division  
2 Wellington Street West  
Brampton, Ontario  
L6Y 4R2

## 2. CONFIDENTIALITY

Medical information provided to the Corporation as required under the policy is received on the understanding of the employee and the practitioner that the medical aspects of the information will remain confidential and shall be used solely to determine the employee's eligibility to benefits and to aid in the rehabilitation of the employee. (*refer to Claim Files Policy 6.4.0*)

For the purpose of maintaining the operation of the department, the Human Resources Division will provide the supervisor with the following information regarding the employee:

- a. Level of ability
- b. Functional abilities and limitations
- c. Estimated duration of the absence
- d. Prognosis
- e. Advise on work accommodation

## 3. STD BENEFIT ENTITLEMENT

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 3 OF 6

SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

Upon approval of the employee's STD claim, day four (4) and subsequent days of a non-occupational illness/injury shall be paid in accordance to the following schedule:

Year of Service	Full Weekly Salary	2/3 Weekly Salary
Less than 3 months	Nil	Nil
3 months but less than 1 year	Nil	15 weeks
1 year but less than 2 years	2 weeks	13 weeks
2 years but less than 3 years	3 weeks	12 weeks
3 years but less than 4 years	4 weeks	11 weeks
4 years but less than 5 years	5 weeks	10weeks
5 years but less than 6 years	6 weeks	9 weeks
6 years but less than 7 years	7 weeks	8 weeks
7 years but less than 8 years	8 weeks	7 weeks
8 years but less than 9 years	9 weeks	6 weeks
9 years but less than 10 years	10 weeks	5 weeks
10 years but less than 11 years	11 weeks	4 weeks
11 years but less than 12 years	12 weeks	3 weeks
12 years but less than 13 years	13 weeks	2 weeks
13 years but less than 14 years	14 weeks	1 weeks
14 years or more	15 weeks	Nil

#### 4. LIMITATIONS

STD benefits do not apply to the following:

- a. Absences for which the employee is not receiving medical care from a licensed medical practitioner; or
- b. Any absence where the employee fails to provide medical evidence satisfactory to the Corporation; or
- c. Any compensable absence resulting from an occupational injury/illness; or



# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 4 OF 6

SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

- d. Illness, accident or disability suffered during any period of leave granted under the Corporation's Leave of Absences; or
- e. Intentionally self-inflicted injuries; or
- f. Injuries resulting from the commission of a felony by the employee of which the employee is convicted; or
- g. Injuries resulting from the participation in a war, riot or civil disorder.

## 5. REINSTATEMENT OF BENEFITS

STD benefits are reinstated based on the following periods of continuous full-time work periods:

Period between absences	Conditions	Entitlement
Less than 2 weeks	Same non-occupational injury/illness	Recurrence and initial entitlement continues to be depleted
Less than 2 weeks	Unrelated non-occupational injury/illness	Full entitlement
Greater than or equal to 2 weeks	Same non-occupational injury/illness	Full entitlement
Greater than or equal to 2 weeks	Unrelated non-occupational injury/illness	Full entitlement

## 6. VACATION

- a. Employees, who are on STD during the vacation year and are unable to take their allotted vacation, will be paid vacation pay as outlined in the Vacation Policy (**8.2.0, Section 3**).
- b. Employees who become ill or injured while on vacation and who are hospitalized may upon

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 5 OF 6

SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

request have their vacation suspended at the time of illness or injury. At the completion of the disability period, the employee's remaining vacation will be rescheduled at a mutually acceptable time.

## 7. LENGTH OF SERVICE

Periods of authorized STD will be counted as continuous service for purposes of calculating vacation entitlement, future STD entitlement and, where applicable, any other benefits or perquisites tied to continuous length of service.

## **ACCOUNTABILITY:**

Employees are responsible for maintaining regular attendance at work, however in the event of illness and/or injury, employees are responsible to fulfill their obligations as outlined in this Non-Occupational Injury/Illness Policy. Specifically, 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 accountable for ensuring adherence to this policy as outlined.

## **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. (905) 874-2166

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Short Term Disability (STD)**

POLICY/PROCEDURE NO. 9.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 6 OF 6

SUPERCEDES POLICY DATED: June 1990

APPROVED BY: Council AF123-2002

(This page intentionally left blank.)