

DISABILITY LEAVE – LONG TERM

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-19

Policy Number: HR-22

SCOPE

This policy applies to all permanent full-time employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. In accordance with the provisions of the group insurance plan entered into by the University following review by the Employee Benefits Committee, the Long Term Disability Plan compensates for the loss of earnings of any permanent full-time employee who is unable to perform his normal duties because of sickness or accident other than an occupational injury.
2. Employees who are disabled due to illness or injury for more than seventeen (17) weeks are entitled to submit a claim under the Long Term Disability Plan.
3. While on long term disability leave accepted by the insurer, an employee does not receive credit for service for the purposes of *Vacation* ([HR-14](#)) policy and *Employment Security* ([HR-4](#)) procedure. However, such disability leave does not constitute a break in continuity of service. However, an employee receives pro-rated credit while on long term disability leave and performing rehabilitative employment.
4. Upon return to work, the employee is reinstated in his previous position or an equivalent position if his position has been abolished. In such a case, the provisions of procedure *Employment Security* ([HR-4](#)) will apply.

PROCEDURE

5. After the employee has been absent for eight (8) weeks under the Short Term Disability Leave policy, he is contacted by Human Resources to submit his claim under the Long Term Disability Plan.

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6. During the employee's absence, the Compensation and Benefits Unit periodically provides updates to the immediate supervisor on the employee's health status.
7. When the employee is fit to return to work and perform his regular duties or restricted duties, he must contact the Department Head to make the necessary arrangements. He must also provide the Compensation and Benefits Unit with a satisfactory medical certificate confirming his ability to return to work. The Compensation and Benefits Unit then informs the Department Head that the medical certificate has been received.
8. The Department Head informs the Compensation and Benefits Unit of the conditions related to the return of the employee.
9. The assignment of an employee on long term disability to the position he occupied prior to the beginning of his long term disability absence, is terminated thirty-six (36) months after the beginning of this absence and the position is deemed to be vacant.