

**6.O-2019: Disability Leave**

**1. Overview**

- 1.1 As part of St. Mary’s desire to support employee wellness and minimize economic hardship during periods of absence due to extended illness or injury, St. Mary’s provides short-term (STD) and long-term (LTD) benefits through a private plan administered by a third party group benefits provider.

**2. Eligibility**

- 2.1 All permanent Full-time & Part-time benefit eligible and enrolled employees who work a minimum of 25 hours per week.

**3. Guidelines & Procedures**

- 3.1 If an employee is unable to work due to illness for more than five (5) consecutive work days or seven (7) calendar days, they are entitled to submit a claim for short-term disability or Weekly Indemnity coverage by the University’s third party group benefits provider.
- 3.2 To be eligible for disability benefits, employee must be under the continuing care of a physician for the period of the disability and, as a result of the sickness, are unable to perform a substantial portion of the duties of their regular employment.
- 3.3 Eligible employees may receive short-term disability income benefits for up to seventeen (17) weeks. Then long-term disability benefits may continue to cover eligible employees immediately thereafter, subject to medical approval and vendor adjudication, for up to twenty-four (24) months in their own occupation. Subject to medical approval and vendor adjudication, income benefits may extend beyond the twenty-four (24) months up to the age of 65.
- 3.4 Income benefits awarded to the employee by the vendor will be issued directly to the employee by the vendor.
- 3.5 If an employee has used all eligible casual illness benefits (sick days), within a calendar year, the five (5) day waiting period and/or further absence due to illness (excluding approved short-term or long-term disability), will be covered first using any Banked Time/Time In Lieu, Personal Days and/or Vacation entitlements prior to the absence being unpaid.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	September 2019	

**4. Reporting Process**

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- 4.1 An employee unable to report to work due to illness should notify their leader of their absence a minimum of one hour before the regular start time to advise of the absence and must ensure they record all absences in DayForce.
- 4.2 Leaders are required to advise Human Resources via e-mail of any and all medical absences extending beyond three (3) days or if hospitalization has occurred as short-term disability benefits may need to be arranged.
- 4.3 St. Mary's may engage a third-party Disability Consultant and/or Health Nurse to assist in coordination of the disability claim on behalf of the University. This individual will assist with maintaining strict confidentiality of all of the employee's health and personal information, to ensure that employee receives the right health services at the right time, to facilitate the Short-Term Disability Plan, assist with return to work planning, assist with health care referrals and appointments, provide employee with health information so that they are confident in their treatment and health decisions and lastly to offer health solutions and support. During this absence and throughout return to work, they will act as employee's key contact and support in addition to Human Resources.

**5. Medical Documentation**

- 5.1 A medical certificate is required for all illness-related absences of 5 (five) consecutive work days or more. If required, the certificate must be submitted to the employee's leader and/or Human Resources within 2 (two) work days after the employee's return to work. The employee is under no obligation to provide details regarding the nature of their personal or family illness. Medical certificates required for casual illness (sick days) leave absences will be obtained at the employee's expense.