



6.X-2019: Worker's Compensation Leave

1. Overview

- 1.1 St. Mary's University (University) provides all employees with WCB coverage which provides benefits for workplace injuries and/or illness.

2. Eligibility

- 2.1 All Full-time & Part-time employees are eligible for Workers Compensation Benefit coverage.

3. Guidelines & Procedures

- 3.1 Employees are required to report any and all workplace incidents or illness immediately to their immediate supervisor and Human Resources and no later than forty-eight (48) hours after the incident.
- 3.2 An employee who suffers an injury within the workplace, and the injury requires treatment beyond first aid, and/or if they will be required to miss work will be required to complete and submit a "Worker Report of Injury or Occupational Disease Form" to Human Resources & WCB. In some situations, you may be asked by WCB for additional information.
- 3.3 Once a claim is accepted, the employee may be entitled to benefits. These can vary depending on the seriousness of work injury as well as the impact of the injury on the employee's ability to continue working. A WCB adjudicator and/or case manager will review the claim to ensure that the individual receives the right benefits at the right time during recovery. The adjudicator will coordinate rehabilitation services, wage replacement payments, return to work modifications and planning.
- 3.4 An employee may be entitled to benefits such as Wage Replacement, Medical Benefits, Fatality & Survivor Benefits, Re-employment Benefits, and/or Expense Reimbursements.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	September 2019	September 2019	Every 5 years

- 3.5 Wage replacement refers to replacing lost income resulting from workplace injury or illness. These benefits are based on 90 per cent of the employee's net earnings, up to a maximum amount set by WCB's Board of Directors for the year of the accident. Any and all benefits (including Income Replacement) awarded to the employee by Workers Compensation will be issued directly to the employee.
- 3.6 The University is committed to providing customized return to work planning to support injured employees to return to work swiftly and safely whenever possible.
- 3.7 All employees are expected to participate fully with treatment plans developed by their health care providers, to communicate regularly with their leader, to cooperate with WCB and commit to the return to work programs developed.