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## **Medical Leave Policy** Diocese of Nova Scotia & Prince Edward Island

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The Diocese recognizes that appropriate care must be given to clergy and employees who suffer illness or injury and are unable to carry out their duties.

### **Section 1: Absences Due to Illness or Injury**

#### **1. Diocesan Staff**

After completion of the probationary period, Diocesan staff members shall be entitled to up to 12 days annually-of paid time off in the event of minor illnesses or injury. This leave is non-cumulative. Any additional time off due to illness or injury is unpaid unless the person qualifies for Short Term Disability (see Section 2)

In recognition of the unique work environment of Health Care Chaplains, each active Health Care Chaplain will be entitled a total of 20 days annual and non-cumulative paid time off due to illness or injury. This exception reflects the fact that in health care organizations Health Care Chaplains may be encouraged to stay away from an organization for patient/resident care reasons. Whenever possible, Health Care Chaplains will be provided with alternate duties elsewhere if they are able to work but not in a health care environment.

#### **2. Parish Clergy**

It is expected that appropriate days off will be taken with full pay in the event of minor illnesses or injury. Clergy should ensure that parish wardens are notified as soon as possible if they are unable to perform their normal duties. Contact by the clergy should also be made with the Regional Dean if necessary, in order to ensure that worship services and emergencies are covered.

#### **3. Clergy Employed Part-time**

Clergy Employed Part-time are entitled to days off due to illness or injury if it falls on one of their scheduled working days. If the illness or injury impacts their immediate availability for worship services, clergy are responsible, if possible, to make alternate arrangements.

The Diocese cares about Clergy and staff who are ill or injured. However, abuse of the medical leave policy due to the frequency, regularity, or length of absence will not be accepted and will be addressed. Absences of five (5) consecutive working days or more may require a medical certificate to be sent to Parish Wardens and to the Human Resource Administrator for parish clergy or to the Human Resource Administrator for non-parish clergy and Diocesan staff.

## **Section 2: Short-Term Disability**

### **Purpose**

The Short-Term Disability program has been created to provide clergy and employees with the assurance of salary continuation in the case of protracted illness and to provide parishes with some financial comfort when it is necessary to provide additional ministry due to the Rector's absence. Where there is doubt about the application, contact should be made with the Diocesan Human Resource Administrator.

### **Overview**

Short-Term Disability (STD) claims are handled through a Supplemental Benefit Plan (SUB) with the Canada Employment Insurance Program (EI) up to a maximum of 112 calendar days (16 weeks) per event

### **Benefit Coverage**

- There is a one-week waiting period for the EI SUB Plan during which the parish, or Diocese, in the case of a Diocesan staff member, will pay the stipend at 95%.
- The EI SUB Plan then specifies that EI pays 55% of the Clergy stipend or Diocesan staff member's salary while they are on Short-Term Disability up to the Maximum Weekly Employment Benefit amount.
- The Parish, or Diocese, in the case of a Diocesan staff member, then "tops up" this amount to the maximum allowed by EI of 95% of stipend.
- If applicable, the Housing Allowance is paid at 95 % throughout the Short-Term Disability period.
- If applicable, the rectory continues to be available to the clergy throughout the Short-Term Disability period.
- Travel will not be paid during the Short-Term Disability period.
- Parish Pension and Long-Term Disability payments will continue to be paid by the parish, or Diocese in the case of a Diocesan staff member, on 100% of pensionable earnings throughout the disability period.
- All other applicable benefits, including Health Care, Group Life Insurance and Continuing Education, continue during the Short-Term Disability period.

### **Procedures**

1. There will be a meeting with the immediate supervisor and a medical certificate will be presented indicating the effective date (s) of the Short-Term Disability Period.
2. All unused sick days shall be used before going on Short-Term Disability.
3. Once the Short-Term Disability is confirmed by the supervisor, the Diocesan Human Resource Administrator should be immediately notified that the Clergy or Diocesan staff member will be going on Short-Term Disability.
4. The Clergy or staff member will immediately apply for EI to be received during the Short-Term Disability Claim period.
5. There will be a one-week waiting period during which the salary will continue to be paid at the rate of 95% by the parish or Diocese in the case of a Diocesan staff member.
6. After the one-week waiting period, salary will be paid at 95% through a SUB plan with Employment Insurance as outlined above
7. The SUB Plan continues for 15 weeks following the waiting period.
8. When there is a serious illness or where the individual is applying for a Long-Term

Disability, Clergy or the Diocesan staff member must complete a Long-Term Disability Application (available from the Diocesan Office) even though it may appear that the illness will not extend beyond the 17 weeks of Short-Term Disability.

9. **If the medical leave continues beyond 16 weeks, the Parish, or the Diocese, in the case of a Diocesan staff member, will pay the stipend and, if applicable, the housing allowance, at 95% for a period of one week prior to the commencement of LTD benefits.**
10. The Long-Term Disability Plan will commence after 17 weeks of illness with a recommendation from the physician.
11. The Parish will be informed immediately of the stipend obligations going forward.