



Rationale

Catholic Independent School of the Diocese of Victoria (CISDV) supports employees returning to work if they are able to do so after being off on Long Term Disability (LTD). There is need to establish the reasonable length of time a position should be kept open for a staff member who is on Long Term Disability (LTD). Having no reasonable date is not fair to the employer, the employee on LTD and the employee hired to temporarily replace them.

Definitions

Long Term Disability – a person who is away from work for more than 90 “calendar” days due to illness or injury.

Benefits – one or more of the following that the employee is currently enrolled in: Extended Health, Accidental Death & Dismemberment (AD&D), Employee Assistance Program (EAP), Life Insurance, and Dental Coverage.

Pension – the pension plan that an employee is currently enrolled in.

Policy

Employment positions of employees on Long Term Disability will be kept available to a maximum of two years from the date of commencement of the first day of absence leading to LTD or until the employee is deemed permanently disabled prior to the end of the two-year time period.

Regulation

1. The employer shall pay the employee and employer shares of the monthly premiums for benefits, as defined above, for the first year the staff member is on LTD. Thereafter the employee will be responsible for the full amount of those benefit premiums in order to remain on the benefits.
2. The Employer Pension contribution will be continued for a maximum of one year provided the employee matches the employer’s contribution.
3. When an employee is on LTD, LTD monthly premiums are not applicable, therefore LTD monthly premiums are not paid.



4. If there is a discrepancy between this policy and the CISDV Group Insurance Plan Document, the latter will prevail.
5. If an employee returns to work and has to go back off work and the Insurance Company considers it the same claim, the date of the first claim will take precedence for the purpose of this policy.

Reference:	Approved
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: October 2003 January 26, 2021