

Q: How many sick days do I get?

After completion of probationary period, Diocesan staff shall be entitled to 12 paid sick days for minor illness or injury. Health Care Chaplains are entitled to 20 paid days per year, in recognition of the unique work environment.

Q: When should I be placed on Short Term Disability (STD)?

Diocesan staff, unable to work for 5 consecutive working days or more, are required to provide a medical certificate. It is incumbent upon you to share this information with your immediate supervisor. The medical note will be filed with payroll, and both the Bishop and the Executive Director will be advised. The note should include the last day worked and the anticipated return to work date (and/or the date for your return to be reviewed). STD will not begin until you have used the balance of your paid sick days.

Q: Should I open an Employment Insurance (EI) claim while on STD?

Yes, weeks two through sixteen are paid at 55% of your salary, to the maximum weekly employment benefit amount (\$638.00/week in 2022).

Q: What do I need to start an EI claim?

The Diocesan payroll department will issue a Record of Employment (ROE) which will be mailed to the employee. The employee will submit their ROE via www.canada.ca. Go to this link, select "Employment Insurance and Leave" and then — under "Services and Information" — select "**Sickness Benefits**" to complete this process. Further instructions will follow as you complete this online form.

Q: Will I receive any other correspondence from the Diocesan payroll department?

Along with the above noted ROE, the employee will be sent a STD leave schedule and letter outlining the terms of the medical leave under the Diocesan Policy 2.1.16. You may be contacted to request up-to-date medical notes via email or phone

Q: What will I be paid while on STD?

As noted, any unused sick days will be used first. After this period, the Diocese will pay 95% of salary during the first week of STD. During weeks two through sixteen (when EI pays 55% of salary), the Diocese will "top up" an amount of 40% giving a combined amount of 95% of salary. If approved for Long Term Disability, the Diocese will pay week seventeen at 95%. Travel is not paid during STD.

Q Will I require additional medical notes?

Medical notes must cover the period in which the employee is unable to work. As noted above, you may be contacted by the Diocesan payroll department to request up-to-date medical notes via email or phone.

Q What will my benefits & deductions look like while on STD?

CPP, EI and IT may differ. All other benefits and deductions such as LTD, Medical/Dental, Pension Benefit, Pension Deduction, Group Life, Self-Insured Death Benefits, and Continuing Education will remain the same as prior to STD.

Q: What happens when I am ready to return to work?

A medical note must be provided to the Diocesan Payroll Department indicating that you have been cleared to return to work and the date you are able to return. The Diocesan Payroll Department will communicate this information to your Supervisor, the Bishop, and the Executive Director, advising them that all requirements have been met and the date of your return.

My Questions:
