

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

Clergy unable to work for 5 consecutive working days or more, because of health concerns, require a medical certificate for their absence. This documentation is delivered to Tammy Cummins ([tcummins@nspeidiocese.ca](mailto:tcummins@nspeidiocese.ca)), Payroll Administrator, and will be shared with the Bishop's Office, who will in turn advise the parish wardens, payroll, Bishop Sandra, and the Executive Director. The note should include both the last day worked and the anticipated return-to-work date (and/or the date return-to-work is to be reviewed).

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

Yes, weeks two through sixteen weeks are paid at 55% of your Stipend and Housing Allowance (if applicable) 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](http://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 Diocesan Policy 2.1.16. You may be contacted to request up-to-date medical notes via email or phone.

**Q: Will I be paid by my parish while on STD?**

The parish will pay 95% of stipend and housing allowance (if applicable) during the first week of STD. During weeks two through sixteen (when EI pays 55% of salary), the parish will "top up" an amount of 40% giving a combined amount of 95% of salary and housing allowance. 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 and 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 parish, the Bishop, and the Executive Director, advising them that all requirements have been met and the date of your return.

**Q: Is my housing affected when I live in a rectory?**

Your housing is not affected during STD. The rectory continues to be available throughout the STD period.

**My Questions:**

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