

<b>THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE</b>			
Manual:	Human Resources	SPP No.	<b>HR 2.05</b>
Section:		First Issued:	May 4, 2011
Subject:	<b>Employee Benefits Plan</b>	Effective:	April 28, 2016
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	<b>April 28, 2016</b>
Issued by:	Chief Operating Officer	Dated:	March 12, 2020

## 1. POLICY

The Thunder Bay Regional Health Research Institute (the Institute) covers eligible full-time permanent employees for short-term and long-term disability, pension, and group benefits, including life insurance as well as extended medical and dental care plans.

## 2. PROCEDURE

### **Short-Term Disability (sick leave):**

Applies to full-time permanent employees with benefits subject to the terms and conditions under the Desjardins Financial Security plan.

- If an individual is off sick for a non-work-related injury or illness, he/she is deemed to be on Short Term Disability (STD);
- STD is effective three months following the first day of work. Amount of coverage increases with length of service (*At least 3 months of service = 66 2/3%, at least 1 year of service=70%, at least 2 years of service=80%, at least 3 years of service=90%, at least 4 years of service=100% of regular earnings*). Note: length of service is calculated from the first day worked;
- Once STD benefits commence, STD is payable on the first day of illness or injury up to 15 weeks, at which time an employee could apply for Employment Insurance;
- Employees must make every effort to attend to personal affairs, medical appointments, and other obligations outside working hours. Dental & medical appointments, and routine tests, etc. do not qualify for sick leave;
- Abuse of sick leave is considered serious misconduct, which will be subject to disciplinary action up to and including discharge;
- The Institute reserves the right to require satisfactory proof of illness/injury before any sick leave is granted. The Institute reserves the right to refer to supportive resources such as but not limited to: 3<sup>rd</sup> party adjudication, and facilitated medical assessments.

### **Long-Term Disability:**

Applies to full-time permanent employees with benefits, subject to the terms and conditions under Desjardins Financial Security (DFS).

- LTD is effective six months following the first day of work;
- With approval, an employee is eligible for LTD after 30 weeks of disability (15 weeks of STD, plus 15 week of Employment Insurance, or 30 weeks of WSIB).
- Amount of coverage increases with length of service (*6 months to 20 years = 65%, 20 years to 30 years = 70%, and 30 years plus=75% of monthly earnings*).

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**Group Benefits:**

Applies to full-time permanent employees, subject to the terms and conditions under Desjardins Financial Security (DFS).

- Benefits begin three months from employee's start date;
- Summary of plan coverage includes:
  - a) *Life Insurance*
  - b) *Dental Plan*
  - c) *Extended Health Care (includes Semi Private)*
  - d) *Voluntary Life Insurance*
  - e) *Accidental Death & Dismemberment*
- With the exception of the Voluntary Life Insurance Plan, all benefits provided are subsidized by the Institute as approved by the Board of Directors.

**Pension:**

Applies to full-time and part-time permanent employees.

- Permanent full-time and part-time employees join upon hire and are subject to the terms and conditions under the Healthcare of Ontario Pension Plan (HOOPP).

**Employee & Family Assistance Program (EFAP):**

Applies to full-time permanent employees.

- Full-time permanent employees who have group benefits as identified above, have access to DFS Health Assistance. In addition to this, full-time permanent employees will also have access to the EFAP program offered through the Thunder Bay Regional Health Sciences Centre. For further information, please visit:

<http://informed.tbrhsc.net/Departments/Occupational-Health-and-Safety/EFAP>