

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Sick Leave Benefits	<b>SECTION:</b> S <b>POLICY:</b> 4
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	

**SICK LEAVE BENEFITS**

**POLICY:**

Leamington Mennonite Home provides income protection, subject to the provisions of the Hospitals of Ontario Disability Income Plan, for full-time employees absent from work due to non-compensable illness or injury.

**PROCEDURE:**

- Full-time employees covered by this policy are eligible for coverage after three months of consecutive service to Leamington Mennonite Home.
- The sick pay benefit is paid by Leamington Mennonite Home through salary continuance following the qualifying period.
- The amount of sick pay is determined by the employee's length of service with Leamington Mennonite Home, up to the date of disability according to the following Service Schedule:
  - At least 3 months – 66.66% of regular earnings
  - At least 1 year – 70% of regular earnings
  - At least 2 years – 80% of regular earnings
  - At least 3 years – 90% of regular earnings
  - At least 4 years – 100% of regular earnings
  - *Regular earnings are those in effect on the last day of the Employee's active duty. The amount to be received is the greater of the sick pay benefit stated above, and 60% of the Employee's insurable earnings as defined by the Canada Employment Insurance Commission.*
- The qualifying period is the period of disability before sick pay benefits commence. There is no qualifying period for the first three periods of Total Disability in a calendar year. No benefit is payable for the first two days of absence in the fourth and subsequent periods of Total Disability in a calendar year. A period of Total Disability may include more than one absence if such absences are from the same or related cause and are separated by a period of less than three weeks.
- During the first 15 weeks of disability, Leamington Mennonite Home pays up to 100% of earnings. Sick pay benefits from the 16<sup>th</sup> to the 30<sup>th</sup> week of disability are provided by the Canada Employment Insurance Commission. After the 30<sup>th</sup> week, Long Term Disability benefits may be available.
- Exclusions to the sick leave plan provide for exceptions (i.e. optional Medical procedures, intentionally self-inflicted injuries etc.)