



## *Diocese of Huron Sick Leave and Short Term Disability Policy - Clergy*

The Sick Leave and Short Term Disability policy is designed to provide position and salary continuation in the event of illness or injury.

### ELIGIBILITY

Clergy working in the Diocese of Huron under a letter of appointment from the Bishop in an ongoing ministry position as detailed in their letter of appointment.

### APPLICATION

When a cleric is unable to perform services, a parish event or a meeting due to illness or injury.

### ACCRUAL

Sick leave is accrued based on a cleric's regularly scheduled hours of work. A full-time member accrues sick leave at the rate of one half (.5) day per completed month of service up to six (6) days using the same year as vacation calculation (July 1–June 30). A regular, part-time cleric accrues sick leave on a pro-rata basis. The maximum sick leave accumulation is twelve (12) work days.

### USAGE

Accrued sick time may be used for the following reasons:

- Medical diagnosis, care, treatment, or preventive medical care of the staff member's own physical or mental illness, injury, or health condition
- Medical diagnosis, care, treatment, or preventive medical care of a family member's physical or mental illness, injury, or health condition to a limit of five (5) days between July 1 and June 30.

Earned but unused sick leave credits are not paid out at end of employment.

### NOTIFICATION

A cleric must notify their Territorial Archdeacon as soon as they know that they will be unable to work, but no later than the starting time of the work day. The Territorial Archdeacon will work with the wardens as needed to ensure the parish needs are met.

When a cleric has been out on sick leave for more than ten (10) consecutive work days, they may be required by the Director of Human Resources on behalf of the Bishop to submit documentation from a health care provider certifying the medical necessity for the

absence and the expected date of return to work. The cost for such documentation will be paid for by the Diocese. All absences for illness must be reported to the Human Resources Officer for tracking.

## LIMITATIONS

STD is limited to seventeen weeks (17) in a 12 month rolling period measured from the first pay out of the workplace. Only one leave up to (17) seventeen week period will be paid during that 12-month period. The ten (10) day waiting period will apply to all new leaves.

STD may only be used when a cleric has a continuous, incapacitating serious health condition as certified by a physician. STD cannot be used for an intermittent leave or to care for a family member.

A cleric is not eligible for holidays or special vacation periods which may occur while they are receiving short-term disability payments. Additional sick leave and paid time off are not accrued during periods of short-term disability.

Timeline	Action
At time of illness	Report to the Territorial Archdeacon and Director of Human Resources
Day 11 Short Term Disability	If it is determined a leave longer than 10 days is needed for a health condition, short term disability (std) will be initiated.  A medical note may be required.
Short Term Disability Weeks 1-4	100% stipend and housing continuance (parish paid). Medical assessment and estimated length of leave to be reported. The Diocese reserves the right to require an independent medical examination.  Documentation must be provided within twenty (20) days.
Week 5	85% stipend and 100% housing continuance (parish paid)  A Record of Employment will be issued and it is expected the cleric will apply for EI sick leave benefits.
Week 6-17	The cleric must inform the Director of Human Resources of the benefit amount they will receive from EI.

	Top up of EI benefit to 85% stipend and 100% housing (parish paid)
	<p>STD policy covers to 119 days. If it is determined this will be extended to a long term leave, application will need to be made through the Human Resources Officer as soon as the determination is made to avoid a disruption of income</p> <p>If a return to work is possible within the 119 days of STD, the cleric will need to provide the diocese with clearance to return to normal duties or any return to work accommodation needed as assessed by the medical provider.</p>
After week 17	Long term disability. For more information on LTD, please contact the Director of Human Resources