



## APPENDIX B

### All Permanent and Probationary Academic Staff

#### OCCASIONAL SICK LEAVE

*Teaching Assistants:*

Not applicable

*Technicians/Academic Counsellors:*

After completing the probationary period:

- Entitled to up to ten (10) days off with pay per annum (pro-rated for less than maximum-load) to be used when they are unable to attend work due to medical reasons
- Not accrued beyond current academic year

#### DEPENDANT SICK LEAVE

*Teaching Assistants*

Not applicable

*Technicians/Academic Counsellors:*

After completing the probationary period:

- Entitled to up to five (5) days per year off with pay (pro-rated for less than maximum-load) when an employee is unable to attend work due to the serious illness or incapacity of a dependent person living in the employee's home
- Such time shall be deducted from the employee's annual sick credits

#### SHORT-TERM DISABILITY

*Teaching Assistants*

Not applicable

*Technicians/Academic Counsellors*

1<sup>st</sup> day of accident or hospitalization or 8<sup>th</sup> day of sickness or disability for a period of up to 17-weeks on the provision of satisfactory medical evidence from a duly qualified medical practitioner

Benefit:

- 100% of weekly salary for eight (8) weeks
- 66.67% of weekly salary for up to an additional nine (9) weeks

#### LONG-TERM DISABILITY

*Teaching Assistants*

Not applicable

*Technicians/Academic Counsellors:*

If enrolled in group LTD plan: After completing the elimination period (17-weeks) must be deemed as totally disabled for own occupation for the first 24-months and any other occupation beyond 24-months.

- Adjudicated by insurance company
- *Benefit: 66.67% of gross monthly earnings to a NEM of \$4000 and overall maximum of \$5000 (taxable)*

#### COMPASSIONATE CARE LEAVE

In accordance with ESA, leave of absence without pay for a period of up to eight (8) weeks to provide compassionate care and support to an immediate family member with a serious medical condition with a significant risk of death occurring within a period of 26-weeks.

May be eligible for EI Compassionate Care Benefits

EI Compassionate Care Benefits may be paid up to a maximum of **six (6) weeks** (two (2) week unpaid waiting period) to a person who has to be absent from work to provide care or support to a gravely ill family member at risk of dying within 26-weeks.

Unemployed persons on EI may also qualify for this type of benefit.

To be eligible for compassionate care benefits you must apply and show that:

- Your regular weekly earnings from work have decreased by more than 40%; and
- You have accumulated 600 insured hours in the last 52 weeks or since the start of your last claim. This period is called the qualifying period;
- Certificate from duly qualified professional required.

#### **EMERGENCY LEAVE**

- In accordance with ESA, leave of absence without pay for up to 10-days per calendar year to an employee because of personal illness, injury or medical emergency, or the death, illness, injury or medical or other emergency of a family member.
- Documentation (medical or otherwise) may be required to substantiate such leave.

#### **BEREAVEMENT LEAVE**

- Leave with pay of up to one (1) week granted for death of a spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt or uncle (including step- and foster-)
- Leave with pay of one (1) day for death of close friend or other relative
- In other cases when a death affects employee, compassionate leave without pay for three (3) days may be granted at university's discretion

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

*Teaching Assistants*

Not applicable

*Technicians/Academic Counsellors*

LifeWorks provides free, confidential assessment and referral services for OCAD employees and their eligible dependents. Typical issues that may be addressed include dealing with grief and loss, drug and alcohol abuse, drug and alcohol abuse, marital problems, psychological problems, and legal or financial difficulties. LifeWorks also provides a website and other informational resources about important issues, and career development tools to enhance employees' professional lives.

- The service is available 24-hours a day, seven days a week by visiting [www.lifebalance.net](http://www.lifebalance.net) or by calling 1-877-630-6701.
- A brochure detailing the program, user identification and password can be found at <I:\Human Resources\Employee Assistance Program\RBCI EAP Pamphlet.pdf>