APPENDIX D
Administrative Managers

OCCASIONAL SICK LEAVE/SHORT-TERM DISABILITY

- Within the first year of service:
  100% for the first 10-days
  80% for the next 10-days
  66.67% for the next 13-weeks
- After one year of service:
  100% for the first 20-days
  80% for the next 20-days
  66.67% for the next 9-weeks
- After two years of service:
  100% for the first 40-days
  80% for the next 20-days
  66.67% for the next 5-weeks

DEPENDANT SICK LEAVE

Up to three (3) days off per year with pay for a dependent person living in the employee's home

- Deducted from employee's accumulated sick leave credits

LONG-TERM DISABILITY

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 (eff. June 1, 2009): 66.67% of first $3500 of gross monthly earnings and 40% of remainder up to $8000 Non-evidence Maximum or $10,000 overall maximum (non-taxable)

COMPASSIONATE CARE LEAVE

In accordance with Employment Standards Act, 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.

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 the Employment Standards Act, Emergency Leave allows employees, who work for employers that regularly employ at least 50 or more employees, an unpaid leave of absence for up to **10 days** for emergency reasons.

The reasons can range from: a personal illness, injury or medical emergency or the death, illness, injury, medical emergency or *urgent matter* relating to:

- The employee's spouse; a parent, step-parent or foster parent of the employee, or of the employee's spouse;
- A child, step-child or foster child of the employee, or of the employee's spouse;
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse;
- The spouse of a child of the employee; the employee's brother or sister;

- A relative of the employee who is dependent on the employee for care or assistance.

BEREAVEMENT LEAVE

- Leave with pay of up to five (5) days 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)

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 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