



SCHOOL PERSONNEL

Occupational Benefits for Staff 2500

POLICY

The Catholic Independent Schools of Nelson Diocese (CISND) Board of Directors believes that provision for benefit programs contribute positively to employee well-being and positively impact job satisfaction.

Occupational Benefits for Qualifying Teachers

1. Participation in Government Benefit Program.

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. WorkSafe BC).

2. CISND Registered Pension Plan

Each school matches the premium payments made by qualifying Teachers into the CISND Registered Pension Plan. Details of the plan are available from the plan administrator.

3. Health Benefits and Insurance Plans

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

4. Sick Leave with Pay

Teachers who are unable to attend to their duties due to personal illness or is required to care for an immediate family who is ill, are allowed fifteen (15) paid days during the school year, pro-rated to full time equivalent and start date, for personal or immediate family sick leave. The unused portion of yearly sick leave during consecutive years of employment is accumulated to a total not exceeding fifteen (15) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Teacher will not be reimbursed for any portion of unused sick leave time on termination of employment. Teachers will supply to the Principal, if requested, a medical certificate for any sick-leave absence exceeding three (3) consecutive working days.

If eligible, Teachers will apply for short-term disability if away on personal sick leave for more than seven (7) consecutive days (including weekends).

"Immediate family" means

- (a) the spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee, and
- (b) any person who lives with an employee as a member of the employee's family.

5. Critical Illness Leave with Pay

Critical illness is defined as a disease or state in which death is possible or imminent.

The Principal may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

6. Bereavement Leave with Pay

The Principal may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) days of paid leave may be granted at the discretion of the Principal for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Principal in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

7. Pregnancy Leave

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay her portion of premiums.

8. Parental Leave

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay his/her portion of premiums.

9. Paid Paternity Leave
The Teacher will be granted paid paternity leave of three (3) days upon the birth of his child.
10. Discretionary Day
One paid discretionary day per year will be granted to all Teachers provided an appropriate Teacher-On-Call (TOC) is available. Teachers must obtain approval from the Principal at least two weeks prior to taking the discretionary day. Discretionary days cannot be carried forward to the following school year.
11. Jury Duty/Court Appearances
In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If a Teacher is summoned or serving as a witness in a personal matter, it is at the discretion of the Principal, in consultation with the Superintendent, whether or not the leave is taken with pay.
12. Other Leaves of Absence from Duties
A request for leave for purposes not covered previously will be considered by the Principal on an individual basis. Leaves will be considered in view of reasons, period of time requested, and whether a suitable TOC is available.

Any leave request of more than 5 consecutive days must be approved by the Superintendent, with the recommendation of the Principal.

All leave requests are to be submitted in writing.

Full-time Teachers

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Teacher will be deducted the full TOC Substitute Rate or full Substitute Grid Rate (after 3 days) for every day of absence. If a TOC is not required, the Teacher will be deducted the full daily TOC Substitute Rate for every day of the teacher's absence. If granted, additional leave after 5 days per year is without pay.

Part-time Teachers

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Teacher will be deducted the prorated TOC Substitute Rate or prorated Substitute Grid Rate (after 3 days) for every day of absence. If a TOC is not required, the Teacher will be deducted the prorated daily TOC Substitute Rate for every day of the teacher's absence. If granted, additional leave after 5 days per year is without pay.

Leave of Absence without Pay

An employee pays 100% of the cost of benefit premiums during an unpaid personal leave of absence, unless regulated by the *Employment Standards Act*.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of benefit premiums, to a maximum of 2 years from the start of the leave. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

The Payroll Department must be advised immediately prior to any leave of absence without pay so that a payroll adjustment can be made if necessary.

Short-Term Disability

The employer continues to pay the employer's portion of health benefit premiums during the period of short-term disability. The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of disability. At the conclusion of the short-term disability period (a maximum duration of 17 weeks), if the employee is deemed medically able to work but does not return to work or does not qualify for long-term disability then coverage for all health benefits ceases.

Long Term Disability

If an employee's application for long-term disability is approved, typically the benefit provider waives all premiums for life, accidental death and dismemberment, and short and long-term disability, from the start date of the long-term disability. These benefits remain intact as long as the employee continues to meet the current definition of disability as determined by the insurance carrier.

The employer pays the employer's portion of remaining health benefit premiums for a maximum period of 87 weeks during the period of long-term disability, provided that the coverage is already in place with the commencement of the long-term disability leave. Therefore, the employer pays the employer's portion of premiums for a maximum total of 2 years from the start date of short-term disability.

At the conclusion of 2 years from the start date of short-term disability, the employee is terminated from the portion of the plan that is not

covered by the benefit provider. These benefits typically include extended health, dental and critical illness.

The employee's portion of health benefit premiums will continue to be withdrawn from the employee's bank account during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from this portion of the benefit plan with no option for reinstatement.

WorkSafe BC and ICBC Claims

If an employee is on leave due to an approved *WorkSafe BC* or *ICBC* wage loss assistance claim, the employer pays the employer's portion of health premiums for a maximum period of 2 years during the period of disability. At the conclusion of 2 years the employee is terminated from the health benefit plan.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

Occupational Benefits for Qualifying Support Staff

1. Participation in Government Benefit Program.

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. WorkSafe BC).

2. CISND Registered Pension Plan

Each school matches the premium payments made by qualifying support staff into the CISND Registered Pension Plan. Details of the plan are available from the plan administrator.

3. Health Benefits and Insurance Plans

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

4. Sick Leave with Pay

Support staff who are unable to attend to their duties due to personal illness, or is required to care for an immediate family who is ill, will receive 1.5 days per month worked based on average hours per day, to a maximum of fifteen (15) days during the school year for personal or immediate family sick leave. The unused portion of yearly sick leave

during consecutive years of employment is accumulated to a total not exceeding fifteen (15) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Employee will not be reimbursed for any portion of unused sick leave time on termination of employment.

Employees will supply to the Principal, if requested, a medical certificate for any sick leave absence exceeding three (3) consecutive working days.

If eligible, employees will apply for short-term disability if away on personal sick leave for more seven (7) consecutive days (including weekends).

"Immediate family" means

(a) the spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee, and

(b) any person who lives with an employee as a member of the employee's family.

5. Critical Illness Leave with Pay

Critical illness is defined as a disease or state in which death is possible or imminent.

The Principal may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

6. Bereavement Leave with Pay

The Principal may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) days of paid leave may be granted at the discretion of the Principal for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Principal in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

7. Pregnancy Leave

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay her portion of premiums)

8. Parental Leave

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay his/her portion of premiums.

9. Paid Paternity Leave

The Employee will be granted paid paternity leave of three (3) days upon the birth of his child.

10. Discretionary Day

One paid discretionary day per year will granted to all Support Staff provided an appropriate substitute is available. Employees must obtain approval from the Principal at least two weeks prior to taking the discretionary day. Discretionary days cannot be carried forward to the following school year.

11. Jury Duty/Court Appearances

In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If an Employee is summoned or serving as a witness in a personal matter, it is at the discretion of the Principal, in consultation with the Superintendent, whether or not the leave is taken with pay.

12. Other Leaves of Absence from Duties

A request for leave for purposes not covered previously will be considered by the Principal on an individual basis.

Leaves will be considered in view of reasons, period of time requested, and provided a suitable substitute is available.

The Principal may approve leave without pay for a maximum of 5 days per year. Any leave request of more than 5 consecutive days must be

approved by the Superintendent, with the recommendation of the Principal.

All leave requests are to be submitted in writing.

Leave of Absence without Pay

An employee pays 100% of the cost of benefit premiums during an unpaid personal leave of absence, unless regulated by the *Employment Standards Act*.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of benefit premiums, to a maximum of 2 years from the start of the leave. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

The Payroll Department must be advised immediately prior to any leave of absence without pay so that a payroll adjustment can be made if necessary.

Short-Term Disability

The employer continues to pay the employer's portion of health benefit premiums during the period of short-term disability. The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of disability. At the conclusion of the short-term disability period (a maximum duration of 17 weeks), if the employee is deemed medically able to work but does not return to work or does not qualify for long-term disability then coverage for all health benefits ceases.

Long Term Disability

If an employee's application for long-term disability is approved, typically the benefit provider waives all premiums for life, accidental death and dismemberment, and short and long-term disability, from the start date of the long-term disability. These benefits remain intact as long as the employee continues to meet the current definition of disability as determined by the insurance carrier.

The employer pays the employer's portion of remaining health benefit premiums for a maximum period of 87 weeks during the period of long-term disability, provided that the coverage is already in place with the commencement of the long-term disability leave. Therefore, the

employer pays the employer's portion of premiums for a maximum total of 2 years from the start date of short-term disability.

At the conclusion of 2 years from the start date of short-term disability, the employee is terminated from the portion of the plan that is not covered by the benefit provider. These benefits typically include extended health, dental and critical illness.

The employee's portion of health benefit premiums will continue to be withdrawn from the employee's bank account during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from this portion of the benefit plan with no option for reinstatement.

WorkSafe BC and ICBC Claims

If an employee is on leave due to an approved *WorkSafe BC* or *ICBC* wage loss assistance claim, the employer pays the employer's portion of health premiums for a maximum period of 2 years during the period of disability. At the conclusion of 2 years the employee is terminated from the health benefit plan.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

Occupational Benefits for Administrators

1. Participation in Government Benefit Program.

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. WorkSafe BC).

2. CISND Registered Pension Plan

Each school matches the premium payments made by qualifying Administrators into the CISND Registered Pension Plan. Details of the plan are available from the plan administrator.

3. Health Benefits and Insurance Plans

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

4. Sick Leave with Pay

Administrators who are unable to attend to their duties due to personal illness, or is required to care for an immediate family who is ill, will be allowed fifteen (15) paid days during the school year, pro-rated to full time equivalent and start date, for personal or immediate family sick leave. The unused portion of yearly sick leave during consecutive years of employment is accumulated to a total not exceeding fifteen (15) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Administrator will not be reimbursed for any portion of unused sick leave time on termination of employment.

Administrators will supply to the Employer, if requested, a medical certificate for any sick-leave absence exceeding three (3) consecutive working days.

If eligible, Administrators will apply for short-term disability if away on personal sick leave for more seven (7) consecutive days (including weekends).

"Immediate family" means

- (a) the spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee, and
- (b) any person who lives with an employee as a member of the employee's family.

5. Critical Illness Leave with Pay

Critical illness is defined as a disease or state in which death is possible or imminent.

The Superintendent may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

6. Bereavement Leave with Pay

The Superintendent may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son,

daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) paid days may be granted at the discretion of the Superintendent for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Superintendent in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

7. Pregnancy Leave

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay her portion of premiums.

8. Parental Leave

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue in accordance with the BC Employment Standards Act, if the employee is willing to pay his/her portion of premiums.

9. Paid Paternity Leave

The Administrator will be granted paid paternity leave of three (3) days upon the birth of his child.

10. Discretionary Day

Two paid discretionary days per year will be granted to all Administrators contingent on appropriate administrative coverage. Administrators must obtain approval from the Superintendent at least two weeks prior to taking the discretionary day. Discretionary days cannot be carried forward to the following school year.

11. Jury Duty/Court Appearances

In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If an Administrator is summoned or serving as a witness in a personal matter, it is at the discretion of the Superintendent, whether or not the leave is taken with pay.

12. Other Leaves of Absence from Duties

A request for leave for purposes not covered previously will be considered by the Superintendent on an individual basis. Leaves will be considered in view of reasons, period of time requested, and whether suitable coverage is available.

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Administrator will be deducted the full TOC Substitute Rate or full Substitute Grid Rate (after 3 days) and the Teacher-In-Charge rate for every day of absence, unless the Teacher-In-Charge is the Vice-Principal. If a TOC is not required, the Administrator will be deducted the full daily TOC Substitute Rate and the Teacher-In-Charge rate for every day of the administrator's absence.

Once the maximum number of leave days has been reached in a year, any additional approved leave days will be without pay.

All leave requests are to be submitted in writing.

Leave of Absence without Pay

An employee pays 100% of the cost of benefit premiums during an unpaid personal leave of absence, unless regulated by the *Employment Standards Act*.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of benefit premiums, to a maximum of 2 years from the start of the leave. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

The Payroll Department must be advised immediately prior to any leave of absence without pay so that a payroll adjustment can be made if necessary.

Short-Term Disability

The employer continues to pay the employer's portion of health benefit premiums during the period of short-term disability. The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of disability. At the conclusion of the short-term disability period (a maximum

duration of 17 weeks), if the employee is deemed medically able to work but does not return to work or does not qualify for long-term disability then coverage for all health benefits ceases.

Long Term Disability

If an employee's application for long-term disability is approved, typically the benefit provider waives all premiums for life, accidental death and dismemberment, and short and long-term disability, from the start date of the long-term disability. These benefits remain intact as long as the employee continues to meet the current definition of disability as determined by the insurance carrier.

The employer pays the employer's portion of remaining health benefit premiums for a maximum period of 87 weeks during the period of long-term disability, provided that the coverage is already in place with the commencement of the long-term disability leave. Therefore, the employer pays the employer's portion of premiums for a maximum total of 2 years from the start date of short-term disability.

At the conclusion of 2 years from the start date of short-term disability, the employee is terminated from the portion of the plan that is not covered by the benefit provider. These benefits typically include extended health, dental and critical illness.

The employee's portion of health benefit premiums will continue to be withdrawn from the employee's bank account during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from this portion of the benefit plan with no option for reinstatement.

WorkSafe BC and ICBC Claims

If an employee is on leave due to an approved *WorkSafe BC* or *ICBC* wage loss assistance claim, the employer pays the employer's portion of health premiums for a maximum period of 2 years during the period of disability. At the conclusion of 2 years the employee is terminated from the health benefit plan.

The employee provides a void cheque or direct deposit sheet from their bank and signs the *Pre-Authorized Debit Agreement* form for withdrawal of the employee's portion of benefit premiums during the period of coverage. If for any reason the employee's premium payments are in arrears for more than 30 days, the employee is terminated from the benefit plan with no option for reinstatement.

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