

Short Term Disability Benefits Beyond 15 weeks

If sickness extends beyond fifteen (15) weeks, each case will be reviewed on its merits.

Length of service will be one of the principal determining factors in deciding additional STD benefits, if any.

References to fifteen (15) continuous weeks in the foregoing will be applied to STD benefits as follows:

Continuous Weeks	Years or more of Service
20	10
21	17
22	19
23	21
24	23
25	25
26	27
27	29
28	31
29	33
30	35

**This brochure is a summary of the Short Term Disability Plan. In the event of a discrepancy, the Policy will prevail.

Short Term Disability Benefits

Non-Union Employees

Town of Oakville
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Short Term Disability Benefits Overview

Short Term Disability Benefits are provided to all full-time employees at the Town of Oakville who have completed their probationary period. This benefit is self-insured by the Town and maintains an employee's salary while they are unable to work due to a non-occupational illness/injury. This brochure is a summary of information drawn from the policy and explains this benefit as it applies to our full time non-union employees.

The Corporation recognizes that circumstances may arise that requires an employee to be absent from work due to non-occupational injury/illness.

A full time non-union employee, who has completed their probationary period, and who is absent from work due to a non-occupational injury/illness shall be eligible for short-term disability ("STD") benefits for up to fifteen (15) weeks provided by the Corporation.

Exceptions to the minimum entitlement to 15 weeks of STD will be determined based on years of service.

Application for Short Term Disability

a) For employees who have completed their probationary period, their salary is paid in full for up to 15 weeks of absence due to a non-occupational injury/illness.

b) An application for STD benefits is made on the fifth day of absence. An employee can obtain the required form from either their immediate supervisor or manager, or the Human Resources Department.

c) It is the employee's responsibility to fully complete their portion of the form and ensure that required medical documentation is provided in a timely manner or in the time-line requested by Human Resources.

Subsequent medical documentation may be requested as required by the Corporation, to determine ongoing entitlement to benefits. The cost of obtaining medical documentation will be reimbursed up to \$35.00 per completed form to a maximum of 3 reimbursements per year.

Limitations

STD benefits do not apply to the following:

- a) Absences for which the employee is not receiving medical care from a licensed medical practitioner; or
- b) Any absence where the employee fails to provide medical evidence satisfactory to the Corporation; or
- c) Any compensable absence resulting from an occupational injury/illness; or
- d) Illness, accident or disability suffered during any period of leave granted under the Corporation's Leaves of Absence; or
- e) Intentionally self-inflicted injuries; or
- f) Injuries resulting from the commission of a felony by the employee of which the employee is convicted; or
- g) Injuries resulting from the participation in a war, riot or civil disorder.