



<b>SECTION:</b>	<b>Human Resources General</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Absence Management</b>	<b>March 19, 1979</b>
<b>POLICY NAME:</b>	<b>Extended Absence Because of Sickness or Accident</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>P.HRG.P.2</b>	<b>January 1, 1998</b>

1. An employee will be considered to be absent for an extended length of time when he/she has been absent continuously for forty working days.
2. Where an employee is absent for an extended length of time he/she may elect to continue to participate in those employee benefit plans for which he/she is eligible. If the employee elects to continue to participate the Board will continue to contribute towards the cost of those plans, as if the employee had continued to work, for a period to be determined in accordance with the following table:

For an employee with:

less than 5 years of service .....	12 months
5 years but less than 10 years .....	24 months
10 years or more .....	36 months

3. Where the costs of a benefit plan are reduced or waived the Board's contribution to those costs shall be reduced in proportion or waived.
4. Where an employee is absent for a period longer than that established by the Board under Section 2 above, he/she may continue to participate, if eligible, in employee benefit plans but at his/her own expense.
5. An employee, who is absent for an extended period, may withdraw from participation in any employee benefit plan. Where an employee ceases to contribute towards the costs of a benefit plan the employee shall be notified in writing and shall be deemed to have withdrawn from the plan if his/her contributions have not resumed, with all arrears paid in full, within four months following notification.
6. Where an employee becomes eligible for Long Term Disability benefits, or, in the case of an employee who does not participate in the Long Term Disability Plan, where the employee has used all his sick leave credit the Board shall grant the employee an unpaid leave of absence. The length of the leave shall coincide with the applicable time limits established in Paragraph 2 above. At its discretion the Board may extend the leave.
7. Where an employee has been granted a leave of absence under Section 6 above the Board shall consider the following factors:
  - a) the position held by the employee
  - b) the difficulty of finding a temporary replacement

- c) the probable length of the absence
- d) any other factor considered relevant

and shall determine the date beyond which the leave shall not be extended. Where an employee continues to be absent beyond that date the Board shall terminate the employment in accordance with any relevant Agreement, regulation or legislation.

- 8. This policy shall apply to all cases of extended absence which occur after the date of approval.