



### **Rationale**

Employees who are off work due to a work related injury and their claim has been approved by WorkSafe BC should have their position held for a reasonable amount of time. During such time, banked sick days should not be affected.

### **Policy**

Employment positions of employees off work, based on an approved WorkSafe BC claim, will be kept available to a maximum of two years from the date of the commencement of the injury and absence, unless the employee is deemed permanently disabled prior to the end of the two-year time period.

Employees who receive remuneration from the WorkSafe BC for absences due to injury at work are entitled to maintain their banked sick days.

### **Definition**

**Benefits** – one or more of the following that the employee is currently enrolled in: Extended Health, Accidental Death & Dismemberment (AD&D), Employee Assistance Program (EAP), Life Insurance, and Dental Coverage.

**Pension** – the pension plan that an employee is currently enrolled in.

### **Regulation**

1. The employer and employee are responsible for initiating the process of a WorkSafe BC claim. The employee is required to submit the employee portion of the WorkSafe BC claim to the Payroll department; the Payroll department will submit the employee and employer forms to WorkSafe BC.
2. The employee will not utilize sick days during the term of absence due to injury at work as long as the claim with WorkSafe BC has been approved by WorkSafe BC.
3. If the WorkSafe BC claim is approved, the employer will continue to pay the employee as normal through payroll and all monies received by WorkSafe BC will be directed to Payroll for a maximum of one year. During that time, all allowable benefits and pension will continue to be paid by the employee

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and employer as normal.

4. LTD premiums will continue while an employee is off work due to injury at work and collecting WorkSafe BC benefits. The employee remains responsible for these monthly premiums.
5. After one year and if the employee remains off work due to the workplace injury, the employee will be removed from Payroll, and WorkSafe BC compensation will then be paid directly to the employee.

At this time, to remain on benefits, as defined above, the employee will pay the employer and the employee's portion of the monthly premiums benefits.

Also at this time, the employee will be responsible for all monthly premiums should the employee wish to continue with their pension. Employer Pension contributions may be continued for a maximum of one year provided the employee matches the employer's contribution.

6. If there is a discrepancy between this policy and the CISDV Group Insurance Plan Document, the latter will prevail.

Reference:	Approved
	Date Approved: January 1998
Cross-reference:	Date(s) Revised: October 2003 January 26, 2021