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LONG-TERM DISABILITY Benefits - Procedures

Diocese of Nova Scotia & Prince Edward Island

Pertains to: Clergy
Diocesan Staff
Lay Employees with coverage

Long Term Disability begins once an employee is unable to perform the material and substantial duties of his/her job and has been off work due to this disability for 119 days. The Long Term Disability Plan is administered by the Pension Committee of General Synod with a plan administrator appointed by that Committee.

BENEFITS

Benefits are outlined elsewhere in this guideline. The LTD benefit is payable for a maximum of 24 months based on the employee's inability to perform the material and substantial duties of his/her occupation.

Payment of the LTD benefits beyond the 24 month period is based on the employee's inability to perform duties of any gainful employment for which he/she is reasonably suited by education, training or experience.

PROCEDURE

At the time that the employee first goes off work under short term disability an application for long-term disability should be completed unless the anticipated absence is of a very short duration. (see Guideline 2.1.16)

1. The employee must complete the long-term disability benefit claim form available from the Diocesan Office.
2. The employees' doctor must provide medical information in support of the disability on the prescribed form.
3. All forms must be returned directly to the Diocesan Office.
4. In the case of Clergy it is essential that the Archdeacon and Bishop be kept informed of the situation.