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## **LONG-TERM DISABILITY Rehabilitation, Replacement And Return**

Diocese of Nova Scotia & Prince Edward Island

### REHABILITATION

1. Under the terms of the Long Term Disability plan, if medical information indicates that it is possible for an employee to enter into a rehabilitation program a combination of Salary and Long Term Disability benefits will be paid. The combined income shall not exceed 100% of the gross pre-disability salary.
2. Consideration for rehabilitation may be initiated either by the employee or employer. Any rehabilitation program must be recommended or approved by the Plan Administrator.
  - a. If the employee advises that she/he is able to return to work on a part-time basis for rehabilitation purposes, the employee will immediately inform the Director of Administration or in the case of clergy, the Bishop, who will, in turn, inform the Plan Administrator.
  - b. If the medical information which is submitted in support of the continuing disability indicates that the employee is a suitable candidate for rehabilitation, the Plan Administrator will advise the employee's Supervisor.
3. A rehabilitation consultant will consult with the director or Bishop to determine the hours of work, whether the employee is capable of performing the duties of the position or if the position is to be modified before the employee is permitted to return to work.
4. If it is determined after the rehabilitation program has commenced that the employee is unable to continue with the program, full Long Term Disability benefits will be restored, if applicable.

### EMPLOYEE REPLACEMENT

Directors and in the case of clergy, the Bishop, have the responsibility to ensure the continuity of the work of the Diocese while at the same time respecting the well-being of employees who may become disabled.

Accordingly, the decision to temporarily replace an employee who is disabled must be made in light of the doctor's prognosis of when it is expected that the employee will be able to return to work and the nature of the employee's position and the complexity in staffing.

## 2.1.14b

Replacements for employees on Long Term Disability should be done on a term or interim basis.

If the employee is able to return to work in the same capacity either during or at the end of the 24 month period, the employee is entitled to be reinstated to his/her position or a position of similar capacity.

The director or in the case of clergy, the Bishop, will first endeavor to reinstate the returning Long Term Disability employee to his/her position. However, should the employee not wish to be reinstated in his/her original position, the employee may be offered an alternative position that she/he is capable of performing by reason of education, training and experience and is comparable in the value and status to the previous position.

Should the employee be unable to perform the duties and responsibilities of his/her position, the Diocese is obligated to provide "reasonable accommodation" provided the accommodation does not cause undue hardship to the organization.

Only after all these alternatives have been exhausted, may an employee be terminated from employment.

### RETURN TO FULL-TIME WORK

#### PROCEDURE

1. When the employee indicates that she/he is medically fit to return to full-time work, a doctor's certificate will be requested indicating that the employee is medically fit to return; otherwise the employee is not permitted to return to work.
2. If an employee on Long Term Disability is not able to return to work within the twenty-four month period, then their employment will be terminated.