

Revision Date – December 12, 2008
Committee – Diocesan Council
Source - Human Resources

---

## **SICK LEAVE POLICY**

Diocese of Nova Scotia & Prince Edward Island

Pertains to

**CLERGY & DIOCESAN STAFF**

### **SICK DAYS**

The Diocese recognizes that appropriate care must be given to clergy and employees who suffer illness and are unable to carry out their duties.

#### **Parish Clergy**

It is expected that appropriate days off will be taken with full pay in the event of minor illnesses. Due to the nature of clergy employment and the lack of a direct reporting structure, clergy should ensure that parish wardens are notified if they are unable to perform their normal duties. Contact also should be made with the Regional Dean if necessary in order to ensure that any services are covered and that emergencies may be dealt with.

#### **Diocesan Staff**

After completion of the probationary period, Diocesan staff members shall be entitled to up to **10 days** sick leave annually, non-cumulative. The exception to this policy is that, in recognition of the unique work environment of health care chaplains, each health care chaplain will be provided (while active in their role) a total of **20 days** of sick leave annually, non-cumulative. This exception reflects the expectation that whenever possible health care chaplains will be provided alternate duties elsewhere. It is also recognized that in health care organizations health care chaplains may be encouraged to stay away from the organization for patient/resident care reasons.

### **SHORT TERM DISABILITY**

#### *Purpose*

The Short-Term Disability program has been created to provide clergy and employees with the assurance of salary continuation in the case of protracted illness and to provide parishes with some financial comfort when it is necessary to provide additional ministry due to the Rector's absence. Where there is doubt about application contact should be made with the Diocesan Director of Administration.

#### *Short Term Disability Application* (Refer to the STD Application procedures dated Oct. 1999)

When there is a serious illness or where the individual is applying for a long-term disability, he/she shall be entitled to a maximum of 119 calendar days per event upon application to his/her immediate supervisor. Pay shall continue at 95% on the following conditions:

- a) there will be a meeting with the immediate supervisor and a medical certificate will be presented.
- b) all unused sick days shall be used.

## 2.1.16

c) salary will be paid at 95% through a SUB plan with Employment Insurance after conditions of (b) above have been followed.

d) there will be a two week waiting period during which the salary will continue to be paid at the rate of 95%.

NOTE: Application for long-term disability insurance shall be made immediately through the Synod Office.

### **Procedures**

Short term disability claims are handled through a Supplemental Benefit Plan (SUB) through the Canada Employment Insurance Program (EI). This plan pays 55% of the Clergy stipend or staff salary while on sick leave. The Parish is responsible to "top up" this amount to the maximum allowed by EI of 95% of stipend. There is a two-week waiting period during which the parish will continue the stipend at 95%.

The following procedures must be followed:

1. The Director of Finance, should be notified immediately that the Rector (or other paid Clergy) will be going on short term disability.
2. The date that the sick leave began should be clearly noted.
3. The Rector will apply for EI which will pay the Rector 55% of stipend.
4. The Parish will be informed of the reduced stipend obligation (40%)

Please note that in all cases:

1. There is a two-week waiting period during which the parish will continue to pay stipend at 95%.
2. The Diocesan Office should be notified immediately of the sick leave. Please do not wait until after the two-week waiting period expires.
3. The SUB Plan continues for 15 weeks following the waiting period. The Long Term Disability Plan will commence after 17 weeks of illness.
4. Clergy must complete a Long Term Disability application (available from the Diocesan Office) even though it may appear that the illness will not extend beyond the 17 weeks.
5. Housing allowance, if applicable, is also paid at the rate of 95%.
6. Travel will continue to be paid during the short-term illness according to the established practice within the parish and the Diocesan travel policy. It is recommended that the clergy and parish negotiate a travel payment based on the circumstances of the illness and estimated kilometres travelled for the balance of the year. The amount received by the clergy must be reconciled at the end of the year based on actual kilometres travelled on parish business and supported by a travel log.
7. Parish Pension payments will continue at the usual level throughout the disability period.