

Name of Church

City, Province

Church Policies

Sample Sick Leave Policy for Members of the Mennonite Church Canada Group Insurance Plan

Approved by Church Council date:

Purpose:

As a church community we wish to bear each other's burdens, and care for each other during times of need. In particular, we want to be responsive to staff needs during times of illness and so have set out the following policy and guidelines. This policy outlines our sick leave policies, ranging from short-term illness to long-term disability. In outlining these policies, we wish to ensure that we provide our employees an uninterrupted source of income, as close as possible to their salary level, during a period when the employee is absent from work due to illness or accident not covered by Workers Compensation. Attempting to be good stewards of the resources entrusted to us, we also wish to minimize the financial burden to the church by using various government and insurance plans currently available.

Scope:

This policy will apply to all permanent church staff who are employed 20 hours or more per week, or 15 hours per week if job sharing. It will also apply to pastoral staff, office administrators and custodial staff who meet the minimum hourly requirements and are engaged for terms of 6 months or longer.

1.0 Sick leave credits:

1.1 Accumulation and Use

1.1.1 Staff will accumulate sick days at the rate of 0.75 days per completed bi-weekly period of service [or alternately, 1.5 days per month] in accordance with the memo of understanding signed at the beginning of their employment.

1.1.2 The maximum amount of sick leave credits that can be accrued is 75 working days.

1.1.3 Sick leave credits earned may be applied to absences due to emergency room visits, doctor and dentist appointments. Earned sick leave credits may be applied to situations involving illness or emergency care of dependent others (e.g., children, elderly parents, spouse) to a maximum of five days per calendar year.

1.1.4 Sick leave credits cease with the termination of employment and are not transferable.

1.2 Reporting Procedures

1.2.1 Employees unable to come to work because of illness are expected to report to the senior pastor by telephone each day of their absence at the beginning of their shift.

1.2.2 For illnesses lasting more than 5 working days, employees will provide a Doctor's note acceptable to their immediate supervisor.

1.2.3 For absences longer than two weeks (e.g., surgery), the supervisor should contact the employee approximately twice a week to keep in touch with him or her and stay updated on his or her progress and any developments.

1.2.4 An accurate record is to be maintained of all sick leave taken by the staff person. This record is to be kept by the office administrator.

1.2.5 Sick leave with pay shall be granted whenever employees are unable to perform their duties because of illness, provided they have the necessary sick leave credits. If employees have not earned enough credits before they take sick leave, they should discuss the situation with the senior pastor, who will confer with the Personnel Committee to determine whether future earned credit may be applied retroactively.

1.2.6 In situations where all sick leave credits have been used, the treasurer is to be notified by the senior pastor and the employee benefits as specified by the Employment Insurance Act are to be exercised.

2. Short Term Disability and EI:

The Short term disability period falls between the exhaustion of sick leave credits and the commencement of Long-Term Disability (LTD) at 4 months. EI (Employment Insurance) has a program that provides 15 weeks (plus a two week elimination period) of employment insurance for short term disability provided that the employee is eligible for this benefit.

2.1 Even if a person is not expecting to go on LTD benefits, he or she may apply for this type of employment insurance if the circumstances warrant.

2.2 The sick or injured person must apply for this EI benefit, and if approved will receive 55% of his or her earnings for up to 15 weeks. Any other insurance (sick leave credits, Worker's Compensation) must be exhausted before these benefits commence.

2.3 The church treasurer will write and register a SUB (Supplemental Unemployment Benefit) plan biannually as required (see attached SUB plan), which will enable the Church to top up EI benefit payments up to 95% of the employee's salary previous to his or her illness.

2.4 The church will top-up EI benefit payments for the employee to 95% of pre-disability income. These SUB payments will be made from the general reserves of the Church.

2.5 The church may continue SUB Plan Benefits at 95% (fully our cost) during the short term disability period as follows:

- after sick leave accruals have expired
- while he or she is serving the two-week EI waiting period
- for the 2 week period after EI sick benefits have expired and before Long Term Disability benefits commence should they be required

2.6 SUB plan payments will terminate after 120 days.

2.7 During the Sub plan remuneration period sick leave credits and vacation leave credits will be accrued by the employee.

3. Long Term Disability:

The elimination period for this coverage is 120 calendar days (see Standard Life coverage booklet for details). If someone anticipates that they might need this benefit, the treasurer or senior pastor will contact Mennonite Church Canada, Human Resources to determine whether and how to initiate a claim.

3.1 During the LTD qualifying period, all premiums must continue to be paid until the employer is notified that premiums have been waived.

3.2 The maximum amount of time that a position or a similar position will be held for an employee will not exceed 13 months from the date when he or she started the 120 calendar day countdown (this will apply regardless of whether LTD benefits are awarded).