

<p><b>Personnel and Employee Relations</b> <b>7575</b></p> <hr/> <p>Return to Work (under Third Party Insurance)</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	February 26, 2019
	<b>References:</b>	Administrative Application 7572 – Managed Rehabilitation: ESP Staff - Illness & Work Related Illness/Injury Administrative Application 7573 – Managed Rehabilitation: CUPE Staff - Illness & Work Related Illness/Injury Administrative Application 7574 – Managed Rehabilitation: Instructional Staff SGI Guide to No Fault Coverage – Personal Auto Injury Insurance 2016 Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

This application applies to employees who return to work while they are receiving income benefits from a third party insurance resulting from an injury claim. As part of an accommodation process, the Regina Catholic School Division (RCSD) will work with the employee and the third party insurance.

### Definition

1. **Third Party Insurance** - Income benefits are based on employment status at the time of the injury and replace the salary an employee would be earning. The income benefit is usually a temporary measure to compensate for lost wages while recovering from an injury.

### Application

1. If an employee has an active rehabilitation plan with the third party insurance and requires time away from work, the employee shall inform the Human Resource Services Administrator.
2. The time away from work shall be recorded as a third party insurance-sick leave absence in the Atrieve Absence Management system.
3. When the employee receives payment from the third party insurance for lost income, they shall provide those funds to RCSD payroll department.
4. The employee's sick leave days will be used for any time missed from work that is not compensated through the third party insurance.
5. When an employee has exhausted sick leave:
  - a. An instructional staff member is eligible to access the Income Continuance Plan (ICP) through the Saskatchewan Teachers' Federation if sick leave benefits are depleted and at the same time, the third party insurance sick leave benefits are depleted. An offset/deduction is applied to their ICP benefit to account for benefits received from the third party insurance.

- b. If a non-instructional staff member, the ongoing absences will be considered leave without pay.
  - i. When the above mentioned absence goes beyond 105 calendar days (approximately 75 working days):
    - (1) The employee is removed from payroll and does not receive a salary however; they may be eligible for Long-Term Disability (LTD) benefits.
    - (2) All required documents for LTD benefits are completed whenever possible thirty (30) days before the 105 days and submitted to the policy provider and/or insurer for approval.
    - (3) The Human Resource Services Administrator may assist the employee in the completion and submission of the LTD package.
    - (4) The Human Resource Services Manager will continue to have contact with the employee and the insurer while the employee is on LTD and until a Return to Work occurs or other solutions identified.