



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7575 Return to Work (under SGI care)	Administrative Application	
	Effective:	May 16, 2017
	References:	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 ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

This application applies to employees who return to work while he/she is receiving income benefits from SGI resulting from an injury in a motor vehicle collision. As part of an accommodation process, the Regina Catholic School Division will work with the employee and SGI.

Definition

SGI income benefits are based on employment status at the time of the collision 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 SGI 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 an SGI-sick leave absence in the Atrieve Absence Entry system.
3. When the employee receives payment from SGI for lost income, he/she shall provide those funds to Regina Catholic School Division payroll department.
4. The employee's sick leave days will be used for any time missed from work that is not compensated through SGI.
5. When an employee has exhausted sick leave:
 - a. An instructional staff member is eligible to access the Income Continuance Plan through the Saskatchewan Teachers' Federation if sick leave benefits are depleted and at the same time, SGI sick leave benefits are depleted. An offset/deduction is applied to their ICP benefit to account for benefits received from SGI.



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- 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 30 days before the 105 days and submitted to the policy provider and/or insurer for approval.
 - (3) The Human Resource Administrator may assist the employee in the completion and submission of the Long-Term Disability package.
 - (4) The Human Resource Services Manager will continue to have contact with the employee and the insurer while the employee is on Long-Term Disability and until a Return to Work occurs or other solutions identified.