

LONG TERM DISABILITY [LTD] PLAN

Topic Guide

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1. Subject Overview

The Long Term Disability Plan (LTD) provides eligible employees with income in the event that they become totally disabled due to illness or injury.

1.1 Who is Eligible?

The plan covers all **regular** employees of the Government of British Columbia who are working in a position that requires at least half-time work on a regularly-scheduled basis, and who have 6 months of active service. Employees must have completed 6 months of Short Term Illness and Injury Plan (STIIP) benefits before being eligible for LTD benefits.

In addition to regular employees of the Government of British Columbia, the LTD Plan applies to employees of participating agencies, commissions and boards. For a list of participating employers in the LTD Plan see the Frequently Asked Questions section.

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1.2 Applying for Long Term Disability (LTD) Benefits

LTD Forms can be found on-line at [MyHR \(Forms & Tools box\)](#). **[1974]** Regular employees who have been receiving Short Term Illness and Injury Plan (STIIP) benefits for at least 6 weeks (210 hours) will be contacted by an Early Intervention & Return to

Work Specialist to discuss the application process, answer questions and, where appropriate, review opportunities to facilitate a return to work.

Employees MUST submit all portions of their completed LTD Plan application, including the Doctor's portion, within 4 weeks following the end of the STIIP period. An employee who fails to submit their fully completed application for LTD benefits within the 4 week period will be presumed to have abandoned their claim for LTD benefits.

Employees are responsible for forwarding their completed LTD applications directly to Great-West Life.

Great-West Life contacts the employee if further information is required to process the application. If eligible, Great-West Life makes payments to the employee directly. Employees should provide any information Great-West Life asks for as soon as possible to avoid delaying their payment. Applications will be processed faster if all available detailed medical information is provided.

For Example: A specialist report or x-rays.

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1.3 Rehabilitation

Although the benefit is called 'long term' disability, an employee does not have to be permanently disabled in order to qualify for benefits. Many claims are for a short period of time, until an employee recovers and can return to work. During the first 25 months of LTD the goal is for the Early Intervention & Return to Work Specialist, employer, and employee to work collaboratively to identify and proceed with any opportunity to return an employee to work. These rehabilitative efforts continue throughout the duration of the LTD claim. For further information, please see the Rehabilitation Trials and Successive Disabilities Topic Guide. [\[1689\]](#)

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1.4 Benefits of the LTD Plan

Benefits are payable under the plan after an employee has been absent from work due to illness or injury for at least 6 months. If an employee has become totally disabled and remains disabled after 6 months - and if they apply and the claim is approved – they will be entitled to receive a monthly benefit.

If the employee has a sick bank balance, full monthly earnings continue using the sick bank credits on a day-for-day basis.

Bargaining unit employees receive a monthly benefit equivalent to:

- ~ 70% of the first \$2300 of monthly earnings, and
- ~ 50% of monthly earnings above \$2300.

Excluded employees receive a monthly benefit equivalent to:

- ~ 70% of the first \$2600 of monthly earnings, and
- ~ 50% of monthly earnings above \$2600.

LTD benefits are paid for as long as an employee remains totally disabled. Benefits end on the date an employee recovers, or at the end of the month in which they reach maximum retirement age, resign or die, whichever comes first.

Basic monthly earnings for the last month of STIIP, or the equivalent 6-month period, taking into consideration any retroactive adjustments, are used to calculate benefits. Effective April 1, 2015, for employees in the BCGEU bargaining unit who receive a Temporary Market Adjustment (TMA), the calculation of their LTD benefit includes the TMA. However, the TMA is still not part of base pay; see the amendments made to MOU #22 that address this and the Temporary Market Adjustments [TMA] and Recruitment and Retention Adjustments [RRA] Topic Guide. [1700] Monthly benefit payments are paid at the end of the month, deposited automatically to an employee's bank, trust company or credit union account.

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1.5 When LTD is Not Paid

Employees will not receive LTD benefits for disabilities resulting from:

- ~ War, insurrection, rebellion or service in the armed forces of any country; or
- ~ Voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of his or her occupation; or
- ~ Intentionally self-inflicted injury or illness.

As well, LTD is not paid when:

- ~ An employee (hired after April 1, 1987), has an existing condition for which they received medical treatment, services or supplies in the 90-day period prior to the date they were hired - unless they have completed 12 consecutive months of service during which they were not absent from work due to that condition;
- ~ An employee is not actively engaged and fully participating in a recommended treatment program;
- ~ An employee is not making themselves reasonably available and co-operating with a reasonable rehabilitation/return to work plan.

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1.6 Employees are Responsible For

- ~ Making every effort to manage and recover from illness or injury
- ~ Remaining under the care of a legally qualified doctor of medicine
- ~ Providing any information directly to Great-West Life as may be requested regarding their medical condition, treatment, anticipated return to work, and restrictions and limitations
- ~ Paying for any costs associated with the completion of LTD forms
- ~ Fully participating in recommended treatment programs
- ~ Participating in, and cooperating with, rehabilitation plans and return to work planning if and when appropriate
- ~ Communicating with the supervisor and others involved in the case as required.

For Example: Occupational Health Nurse, Early Intervention & Return to Work Specialist.

- ~ Advising the employer of any other disability income received, in the past, present or in the future, due to the injury or illness. Other disability income needs to be reported to integrate funds with STIIP or Long Term Disability income (as per the collective agreement)
- ~ Advising Disability Benefits Administration and Great-West Life of any other employment income received during the time they are receiving LTD benefits

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1.7 What Does 'Totally Disabled' Mean?

For the purposes of the plan, 'totally disabled' means the complete inability, because of an accident or illness, to perform all the duties of an employee's own occupation for the first 25 months of Long Term Disability (LTD). This is called the **'own occupation period'**.

After the expiration of an employee's **'own occupation period'**, total disability means they are not able to perform the duties of a gainful occupation for any job that pays 75% or more of the current rate of basic pay for their pre-disability job. An employee's education, training and experience are considered in making this decision as well as any accommodation the employer may make to enable return to work. This is called the **'any occupation period'**.

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1.8 What Happens if an Employee Receives Other Disability Income?

LTD benefits may be reduced by other disability income depending on the type of income. This includes, but is not limited to: WorkSafeBC benefits, Insurance Corporation of BC benefits (ICBC), group or personal insurance, Employment Insurance benefits (EI), Canada Pension Plan (CPP) and Income Assistance benefits.

Some benefits such as WorkSafeBC and CPP disability benefits are offset from the employee's LTD benefits on a dollar for dollar basis. Other insurance income (ICBC, personal insurance, etc) is integrated with LTD benefits in accordance with the LTD Plan.

Employees must advise Great-West Life or their employer via their Early Intervention & Return to Work Specialist of any other disability income received, in the past, present, or in the future due to the injury or illness that forms the basis of the LTD claim. As part of the integration of the benefits, an employee may be required to repay any benefits that they have already received from these other sources.

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1.9 Medical Examinations

The employer may appoint a medical doctor to examine the employee, as often as reasonably required. This will be at the employer's expense.

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1.10 Physician Fees

An employee is responsible for any fee charged by the physician to complete medical forms or to provide information to the Great-West Life.

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1.11 Premiums

If the employee is eligible, the employer will maintain their coverage for this benefit, except during any leave without pay, layoff or suspension in excess of one month.

Coverage under this plan is not a taxable benefit; however, any benefit payments received are taxable.

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1.12 Other Employee Benefits

Employees are members of the Public Service Pension Plan while they are receiving LTD benefits and will be credited with pensionable service. Pension plan contributions are not required during this time.

Employees will continue to be covered by the Group Life Insurance Plan, the Extended Health Plan, the Dental Plan, Health and Well-being Services (formerly known as EFAP) and the Medical Services Plan (MSP). Employees will not be required to pay premiums to continue these benefits. The premiums paid on their behalf are considered to be taxable income by Revenue Canada and a T4 Slip will be mailed to them.

Employees that are in a Flexible Benefit Plan (such as excluded employees) will have core benefits continue but will be required to pay premiums in excess of core coverage.

NOTE: Other than Appendix 4, employees are not covered by any other sections of the Collective Agreement, or Terms & Conditions for excluded employees.

For Example: Modified work week, family illness leave, or other special leaves do not apply.

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1.13 Appealing a Claim

If an employee disputes a decision made by the Great-West Life, they have the right to appeal. The appeal will be reviewed by a special-purpose arbitration panel known as the Claims Review Committee. The Claims Review Committee consists of 3 medical doctors: one designated by the employee, one by the employer, and a third doctor agreed to by both. The 3 committee physicians must be independent in that they have not previously treated or diagnosed the employee.

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1.14 When LTD Benefits End

Employees stop receiving benefits of this plan:

- ~ When they recover; or
- ~ When their employment ends; or
- ~ When they begin a paid absence before retiring; or
- ~ When they turn 65 (age 60 for firefighters and correctional centre employees); or
- ~ If they are serving a prison sentence; or
- ~ If they are not participating in, and cooperating with, rehabilitation plans and return to work planning if and when appropriate; or
- ~ If they die.

2. Frequently Asked Questions

Question (a): Where does an employee get an LTD application form?

Answer: LTD Forms can be found on-line at [MyHR \(Forms & Tools box\)](#). [1974] An Early Intervention & Return to Work Specialist will contact employees to discuss the application process, answer questions and where appropriate, review opportunities to facilitate a return to work. If employees have questions about how to complete the application, and they have not yet had contact with an EIRTWS, then they can be referred to an EIRTWS for assistance.

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Question (b): How long does it take to find out if a claim is accepted?

Answer: The amount of time it takes to adjudicate a claim depends on the completeness of the LTD application. If Great-West Life case managers do not receive all the pertinent medical information they require to assess the claim, they will need to follow up for more information – which causes delays. It is important that the employee's doctors submit copies of any and all test results, progress reports and specialist consultation reports.

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Question (c): Who can an employee contact to find out if a decision has been made?

Answer: A case manager from Great-West Life will advise the employee of the decision. Employees who wish to obtain information on the status of their claim can call Great-West Life.

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Question (d): How are LTD payments made to an employee?

Answer: If the employee is on an accepted LTD claim, Great-West Life will make monthly deposits directly to their bank account. Payments are made to ensure that the deposit reaches their bank account on or before the last day of each calendar month.

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Question (e): How does a manager enter Time and Leave for employees going onto LTD?

Answer: Managers are not required to make Time and Leave entries for employees on LTD. Once an entry has been made in PeopleSoft to indicate an employee is on LTD, this takes the employee off Time and Leave.

NOTE: If an employee starts LTD before a PeopleSoft entry can be made, then the manager should make an appropriate entry in Time and Leave to ensure the employee is not paid. For further details, the manager should consult the [Time and Leave Support site \[3662\]](#) or contact the [TSS Contact Centre \[1978\]](#) for Time and Leave assistance.

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Question (f): Other than BC Public Service ministries, what other organizations' employees are eligible for our LTD plan?

Answer: There are a number of other employers that participate in the BC Provincial Government's LTD Plan. In addition to BC Public Service ministries, the employees of the following employer groups are eligible for LTD (terms and conditions of the LTD Plan apply equally):

No.	EMPLOYER GROUP
002	Legislative Assembly
003	Auditor General
005	Conflict of Interest Commissioner
007	Ombudsperson
015	Elections
022	Government House Only
025	Police Complaints Commissioner
027	Forensic Psychiatric (also 937) (INACTIVE)
046	Liquor Distribution Branch
055	BC Utilities Commission
060	Islands Trust Only
077	Royal BC Museum
079	Forest Practices Board
080	Environm'l Bds & Forest Comm's
088	BC Pension Corp.
092	BC Investment Management Corp. (also 929)
093	Provincial Capital Commission
095	Broadmead Care Society
096	OBL Continuing Care Society
106	Office of the Merit Commissioner
109	Rep for Children & Youth
803	Business Practices & Consumer Protection Authority of BC

804	Partnerships BC Inc.
805	Community Living BC
806	Pacific Carbon Trust Inc.
826	Emergency Health Services
902	BC Ferry Services Inc.
904	BC Innovation Council
907	BC Treaty Commission
915	First People's Heritage & Language Cultural Council
918	Columbia Power Corporation
920	PEA Association Staff (As Employer)
925	BC Mental Health Society (Riverview)
928	BC Excluded Employees' Association
930	BC Securities Commission
933	Land Title and Survey Authority of BC
937	Forensic Psychiatric Services
938	Habitat Conservation Trust
934	BC Oil and Gas

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Question (g): How does the 4 week deadline to apply for LTD affect employees on Maternity/Parental Leave, or other leave of absence exceeding 30 days?

Answer: Once an employee is aware that they will not be able to return to work as scheduled following the conclusion of their leave and they have advised the employer of such, they will have 4 weeks to apply for LTD. Employees must have paid the LTD premiums during the leave period in order to be eligible to apply for LTD. Employees on Maternity Leave, Parental Leave or Early Child Care Leave do not need to pay premiums as coverage is continued by the employer.

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Question (h): I am trying to complete the LTD application form, and I can't remember what jobs I've held or the time period I held them for and need a record of my training.

Answer: Although this information is requested on the LTD application, it is normally not required at the time of application. Your LTD application is not affected if it is not included. Great-West Life will advise you at a later date if the information becomes necessary. Contact [Great-West Life](#) to discuss any concerns you may have about completing the application, including the summary of education, training and experience section.

3. What to Ask and When to Forward/Redirect

Questions you may need to ask the customer to ensure there is enough information to respond to their query:

- ~ Is employee currently on LTD?
- ~ Has employee submitted an LTD application?
- ~ Has employee already been contacted by an Early Intervention & Return to Work Specialist or Occupational Health Nurse?

HR Service Representatives can respond to general queries about the LTD Plan and benefit that are non-medical in nature including:

- ~ Where to find the LTD Application Form;
- ~ How to enter Time and Leave for an employee going into the LTD period.

Redirect to an Early Intervention & Return to Work Specialist when:

- ~ Employee needs assistance completing the LTD application form;
- ~ Queries are related to what happens if the LTD claim is accepted, pending or declined (the Early Intervention & Return to Work Specialist can explain the process, their role, and the employee's responsibilities);
- ~ Queries are related to why a LTD claim isn't being paid or is suspended;
- ~ There are concerns with an employee who has recently returned from a prolonged absence;
- ~ Assistance is needed with implementing a return to work trial or there are concerns with a return to work plan;
- ~ WCB, ICBC or other party is involved.

Redirect to an Occupational Health Nurse when:

- ~ There are concerns regarding an employee's medical condition, treatment or recovery;

- ~ Clarity is needed on restrictions/limitations, or on how a medical condition impacts an employee's ability to do their job;
- ~ There are concerns about an employee's ability to safely perform their job;
- ~ Medical clearance is needed prior to return to work for a safety sensitive job.

Redirect to Great-West Life (toll free 1-888-292-4111) when:

- ~ Employees have concerns about the completion of the LTD application, including the summary of education, training and experience section.
- ~ Employees want to obtain information on the status of their claim.
- ~ Employees want to submit their LTD application. They can send these directly to Great-West Life:

Mail: 900 – 1075 West Georgia Street, Vancouver, BC, V6E 4N4

Fax: 1-844-816-1038

Email: Vancouver.DMSO@gwl.ca

Redirect to HR Advisor and WHS when:

- ~ The case has both medical component and a minor workplace issue (hybrid case). The medical issue is re-directed to WHS immediately (see above redirect section for Early Intervention & Return to Work Specialist or Occupational Health Nurse) and the HR Advisor will provide the guidance and advice on the workplace issue.

Redirect to Labour Relations and WHS when:

- ~ Case has both a medical component and a major workplace issue (hybrid case). Re-direct query to Labour Relations and to WHS immediately (see above redirect section for Early Intervention & Return to Work Specialist or Occupational Health Nurse). If necessary, engage your Technical/Team Lead and the Manager, HR Advisory services in making this determination.

For a complete Workplace Health and Safety Team listing, please refer to the [Workplace Health & Safety Contact Information](#). [1891]

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4. General Guidance

N/A

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5. Additional Links

NOTE: It is mandatory for us to offer assistance to customers in navigating the websites when we provide resources to them.

Links to sites with open access:

(All customers should be able to access these sites.)

Employment Conditions & Agreements on MyHR [\[2252\]](#)
http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=bb0bd9ec-e423-57d8-80bc-39b1aaac8d97

BCGEU Master Agreement
Please see:

- ~ Appendix 4, Part 1 - Short and Long Term Disability

Nurses' Master Agreement
Please see:

- ~ Appendix 3 – Short Term Illness and Injury Plan and Long Term Disability Plan

PEA Master and Subsidiary Agreements
Please see:

- ~ Appendix A - Definitions
- ~ Article 22 - Short Term Illness and Injury and Long Term Disability

Links to sites with secure access:

(Customers may have restricted access to these sites. New employees may have to wait up to 2 weeks for access to these sites.)

N/A

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6. Related Content

Rehabilitation Trials and Successive Disabilities Topic Guide [\[1689\]](#)

Salary Overpayment Recoveries Topic Guide [1697]

Short Term Illness and Injury Plan [STIIP] Topic Guide [1622]

Temporary Market Adjustments [TMA] and Recruitment and Retention Adjustments [RRA] Topic Guide [1700]

WorkSafeBC Claims Topic Guide [1704]

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SHORT TERM ILLNESS AND INJURY PLAN

Topic Guide

1. Subject Overview

- 1.1 Who Is Eligible?
- 1.2 Benefits of the Plan
- 1.3 When STIIP Will Not Be Paid
- 1.4 What Happens If Employee Receives Other Disability Income?
- 1.5 Employees Are Responsible For
- 1.6 Excluded Managers Are Responsible For
- 1.7 When Benefits End

2. Frequently Asked Questions

- a. If an employee in Stage 1 or 2 is absent for less than a full shift, is that considered one of the 6 days, or is the time tracked as hours for the purposes of determining sick leave entitlement in Stage 1 and 2?
- b. How are the start dates of each stage of STIIP determined?
- c. How is the 15 weeks in Stage 2 applied?
- d. If extra hours are being added to a regular part-time employee's timecard by a manager (e.g. due to operational requirements), can STIIP subsequently be taken/applied to those extra hours?
- e. If an employee is scheduled to work on a designated holiday (stat) but cannot work due to illness or injury, should this be recorded as STIIP?
- f. What is a Doctor's Certificate Form (STO2) and where do I get one?
- g. Do I always need a Doctor's Certificate (STO2) Form from my employee?
- h. Who can and cannot sign a Doctor's Certificate Form?

- i. Where do managers and employees find information regarding the STIIP Plan?
- j. Is an employee eligible for STIIP for time off work for infertility treatments, in vitro fertilization or artificial insemination?
- k. If an employee is still contagious but is recovered enough to work from home, should they still be considered on STIIP or should they be receiving 100% pay for the work they are doing?
- l. Other than BC Public Service Ministries, what other organizations' employees are eligible for our STIIP Plan?
- m. Do employees on modified work weeks revert to a seven hour day/five day week when they are on a STIIP absence?
- n. Do employees on a STIIP trial return to work revert to a 7 hour day/5 day week?
- o. If an employee is currently on STIIP and wishes to move directly from STIIP to retirement, what is required?
- p. If an employee is absent from work for less than two hours due to an illness or injury, does anything have to be entered into Time and Leave to record the absence?
- q. How are the 15 days to re-qualify for a new STIIP period calculated?
- r. If an employee is on STIIP or LTD, are they eligible for bereavement leave?

3. What to Ask and When to Forward/Redirect

4. General Guidance

4.1 End of STIIP Period and Beginning of LTD Period

4.2 Two Hour or Less Forgiveness

5. Additional Links

6. Related Content

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1. Subject Overview

The Short Term Illness and Injury Plan (STIIP) is designed to provide a benefit based on an employee's earnings in the event that they are unable to work due to illness or injury.

Supervisors should be advised to remain in regular contact with their employee and engage them in discussions regarding what they can do. Supervisors should ask their employee how the work and/or hours can be modified to accommodate them returning to work while they are managing their medical condition. Let employees know work can be modified once they are sufficiently recovered to allow them to return in some capacity.

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1.1 Who is Eligible?

The plan covers all regular full-time, regular part-time, and benefited auxiliary employees of the Government of BC and other participating agencies, boards and commissions. Benefited auxiliaries are those who have attained, and are maintaining the required hours (as noted in the appropriate collective agreement). "K" status employees are not entitled to STIIP.

NOTE: Some OIC appointments may not be eligible for STIIP as per the provisions of the Order in Council.

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1.2 Benefits of the Plan?

The Payroll Administration Manual provides a table that outlines the benefits and eligibility of the STIIP Plan. See [STIIP Stages Eligibility Table \[2321\]](#) (Payroll Administration Manual). Effective April 1, 2015, for employees in the BCGEU bargaining unit who receive a Temporary Market Adjustment (TMA), the calculation of the benefit in lieu of pay for a short term illness or injury includes the TMA. However, the TMA is still not part of base pay; see the amendments made to MOU #22 that address this and the Temporary Market Adjustments [TMA] and Recruitment and Retention Adjustments [RRA] Topic Guide. [\[1700\]](#)

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Other benefits include:

- ~ Pension contributions and service continue based on 100% of regular base salary.

The 75% benefit (Stage 3) may be supplemented at the rate of 25% of actual duration of absence by using the following in descending order:

- ~ Exclusion Supplementary Credit (excluded employees only);
- ~ Accumulated pre 1978 sick bank under the old sick leave plan;
- ~ Compensatory time off;
- ~ Banked earned time off, except where scheduled in a shift schedule;
- ~ Optional selection of benefit and overtime, shift work and standby (for Professional Employees Association only);
- ~ Excluded employee's executive benefit plan time bank; and vacation entitlement.

Benefits will continue during the period an employee is absent due to illness or injury, as long as they:

- ~ Are under treatment of a physician or surgeon and are following any treatment program recommended by the physician;
- ~ Are not engaged in any work for remuneration or profit; and
- ~ Provide a doctor's certificate or submit to a medical exam when required to do so. Doctor's certificate forms will usually be required every 30 days unless otherwise recommended by the Disability Case Management team.

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1.3 When STIIP Will NOT Be Paid

Short term benefits will not be paid when an employee is:

- ~ Not actively engaged in a treatment program where their physician determines it to be appropriate to be involved in such a program; or
- ~ Receiving pay for a statutory holiday; or
- ~ Engaged in an occupation for wage or profit; or
- ~ On strike or locked out, unless the strike or lockout occurred after the illness or injury resulted in their absence from work; or
- ~ Serving a prison sentence; or
- ~ On suspension without pay; or
- ~ On paid absence in the period immediately before retirement; or
- ~ On any leave of absence without pay.

If the illness or injury occurs during one of the approved leaves:

- ~ Education leave;
- ~ General leave of absence not exceeding 30 days;
- ~ Maternity leave, parental leave, or adoption leave;

and it prevents the employee from returning to work on the scheduled date of return, then STIIP will be effective from the date of disability. However, STIIP benefits will only be paid for the balance of the 6 month period remaining from what would have been the scheduled date of return to work.

The date of disability (in the above) is the date on which the illness or injury occurred and the STIIP period will continue to run at the same time as the other leave.

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1.4 What Happens if Employee Receives Other Disability Income?

- ~ Employees on STIIP may receive money from other sources as a result of their injury or illness. This can happen in 2 ways:
 - 1) the employee is awarded funds from a law suit, like an ICBC claim, or from suing a business for slipping and falling (known as “subrogation”);
 - 2) the employee receives funds intended as “income replacement” from another source such as CPP disability pension, WorkSafe BC benefits, disability insurance from a private insurance company, disability income benefits, war disability benefits or veteran’s affairs benefits (known as “integration”).
- ~ STIIP benefits may be reduced by funds received from other sources, except for funds which were received before the current STIIP claim, and which are unrelated to the illness or injury causing the current absence. Employees have an obligation to report these funds to the employer as the STIIP Plan (and collective agreement) provides the employer with the right to integrate these funds. These funds may be deductible from STIIP benefits and employees may be required to repay any funds that have already been paid to them from other sources. Employees are not entitled to receive double compensation for the same illness or injury.
- ~ For further information on where to re-direct enquiries about subrogation or integration during STIIP refer to the Subrogation: Other Insurance, ICBC, Integration/Subrogation Topic Guide. **[1847]**

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1.5 Employees are Responsible for:

- ~ Reporting absences to supervisor as soon as possible and indicating an expected return to work date.
 - ~ Providing information regarding medical condition, anticipated return to work, and restrictions and limitation by completing a Doctor's Certificate Form as requested.
-

NOTE: Medical information is not provided to supervisor. It is confidential and forwarded separately, and directly, to Occupational Health Programs.

- ~ Paying for any costs associate with the completion of the Doctor's Certificate Form.
- ~ Fully participating in recommended treatment programs.
- ~ Participating in, and cooperating with, rehabilitation plans and return to work planning.
- ~ Communicating with the supervisor and others involved in the case as required (i.e.: Occupational Health Nurse [OHN], Early Intervention & Return to Work Specialist).
- ~ Advising the employer of any other disability income received, in the past, present or in the future, due to the injury or illness. Other disability income needs to be reported to integrate funds with STIIP or Long Term Disability (LTD) income (as per the collective agreement and terms and conditions of employment for excluded employees).
- ~ Maintaining health in a manner that allows attendance at work on a regular and consistent basis.

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1.6 Excluded Managers are Responsible for:

- ~ Managing straightforward return to work cases. Providing modified duties and implementing return to work plan consistent with any restrictions or limitations noted in straightforward cases.
- ~ For complex cases, contacting and working directly with an Early Intervention & Return to Work Specialist and/or Occupational Health Nurse team to facilitate an early and safe return to work.
- ~ Reviewing eligibility for Short Term Illness & Injury leave (STIIP leave), approving leave if appropriate, and initiating pay action.

- ~ Determining STIIP start date and monitoring the 15 day STIIP requalification period once the employee has completed a full return to work.
- ~ Initiating request for medical and return to work planning information as appropriate (request Doctor's Certificate Forms as may be appropriate).
- ~ Maintaining supervisor's copy of the Doctor's Certificate Form (Part 1 of form) in the workplace.
- ~ Maintaining contact and relationship with your employee throughout the absence.
- ~ Actively identifying opportunities to modify work to support a gradual return to work. Providing modified duties and accommodation as required by the return to work plan.
- ~ Completing and providing return to work trial letters to your employee.
- ~ Completing pay action to pay your employee for the hours worked on a return to work trial.
- ~ Completing WorkSafe BC forms as required by legislation (WCB form 7). **[2007]**

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1.7 When Benefits End:

Coverage under the plan ends when the employee:

- ~ Recovers; or
- ~ Ceases to be an eligible employee; or
- ~ Resigns; or
- ~ Becomes eligible to receive benefits under the Long Term Disability Plan; or
- ~ Begins a paid absence before retiring; or
- ~ Becomes an auxiliary employee and no longer qualify under your terms and conditions of employment; or
- ~ When employment ends.

See also Long Term Disability [LTD] Plan Topic Guide. **[1668]**

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2. Frequently Asked Questions

Question (a): If an employee in Stage 1 or 2 is absent for less than a full shift, is that considered one of the 6 days, or is the time tracked as hours for the purposes of determining sick leave entitlement in Stage 1 and 2?

Answer: A day of entitlement will be used even if only a portion of the scheduled shift was missed. Entitlement for Stage 1 is 6 days, and Stage 2 is 75 days, including the 6 days in Stage 1. These days are not converted into hours. Each absence is treated as a full day regardless of the number of hours taken.

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Question (b): How are the start dates of each stage of STIIP determined?

Answer: The date of hire as a regular employee is used to determine the STIIP stage dates.

For Example: An employee is hired as a regular on January 13th. Stage 1 begins Jan 13th, stage 2 begins April 13th, and stage 3 is July 13th.

Employees that were non-benefited auxiliaries immediately prior to starting in a regular position have auxiliary hours worked counted towards the STIIP stage dates. If the employee worked for at least 3 months as an auxiliary then they are automatically in Stage 2. Stage 3 is calculated 6 months from the date they began as a regular, or the date when the employee would have reached 1827 hours, whichever is the lesser date. Please see Benefits: Determining Eligibility Auxiliary to Regular Procedure. **[3463]**

Employees that were benefitted auxiliaries (M status) immediately prior to starting in a regular position are automatically in Stage 3.

TSSI payroll monitors the dates until stage 3 has been reached. Refer to TSSI to confirm accurate start dates of each stage rather than PeopleSoft.

Stage 1 and 2 eligibility dates are based on months of service, for both full-time and part-time employees, which are fixed calendar dates based on the anniversary of when the employee first qualifies for sick leave. These dates may fall on a weekend. Stage 3 date is based on active service and is adjusted forward to make up for any missing periods of time used for sick leave or leave without pay. The Stage 3 date is moved forward based on full days only. Absences of partial days are not counted as a full day until another partial day is taken. The 2 partial days are then added together to make a full day which affects the Stage 3 date. These dates are based on working days and are moved forward the required number of working days regardless of whether the employee works in a Monday-Friday or 24/7 work unit.

For part-time employees, the 6 months of active service for Stage 3 is not converted to an hourly equivalent and remains a calendar anniversary date based on when they first qualified for sick leave. The Stage 3 date is adjusted forward to make up for missing

periods of time used for sick leave or leave without pay based on full days, the same way as for full-time employees described above.

For Example: If a part-time employee misses three days of work prior to their Stage 3 anniversary date, their Stage 3 date is moved forward by three actively work days.

Information on the STIIP stages can also be found in the [Payroll Administration Manual](#).
[2321]

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Question (c): How is the 15 weeks in stage 2 applied?

Answer: The 15 weeks, which includes the 6 days in stage 1, is the maximum benefit. An employee is not eligible for STIIP benefits beyond the 15 week entitlement until completing 6 months of active employment at which point they become eligible for stage 3. It does not matter if the illness/injury is the same or different. There is no requirement to requalify between absences.

If a regular employee with at least 3 months of service, but less than 6 months of active service, continues to be absent beyond the 15 week entitlement, they will have exhausted the STIIP benefit and will be off pay.

Employees in Stage 2 should have their schedules changed by the supervisor to 7 hours per day for STIIP absences that extend beyond 1 pay period.

Eligible part-time employees are entitled to the STIIP benefit based on the part-time percentage of full time at the date of their present employment.

For Example: An employee working 0.5 FTE would be entitled to a maximum of 15 weeks at half-time rather than 15 full weeks or 75 days.

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Question (d): If extra hours are being added to a regular part-time employee's timecard by a manager (e.g. due to operational requirements), can STIIP subsequently be taken/applied to those extra hours?

Answer: STIIP can be entered on all hours which were known and scheduled in advance provided the employee has already worked more than 2 weeks of the increased schedule. This applies to bargaining unit and excluded employees eligible for stage 3 benefits (not applicable to stage 1 and stage 2).

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Question (e): If an employee is scheduled to work on a designated holiday (stat) but cannot work due to illness or injury, should this be recorded as STIIP?

Answer: The Contract Interpretation for BCGEU Article 17.4, [2325] Holidays Falling on a Scheduled Work Day advises:

An employee who is scheduled for work on a designated holiday but does not work due to illness or injury will receive normal pay for the day (i.e. 100% of salary not STIIP) and will not earn a lieu day. See BCGEU Contract Interpretation Manual, Article 17.4. [2325]

However, some employers have the lieu day built into a schedule and if that schedule is not changed due to an employee being absent on the holiday that they were scheduled to work, then STIIP may continue to be entered on the designated holiday so that the employee is only compensated at 75%.

NOTE: This only applies to employees who qualify for STIIP benefits.

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Question (f): What is a Doctor's Certificate Form (ST02) and where do I get one?

Answer: A Doctor's Certificate Form (ST02) is a 2 part form designed to:

- ~ Ensure the supervisor is provided with guidance regarding the employee's limitations, restrictions, and return to work prognosis (shorter portion of the form, 8.5" x 8".;
- ~ Transmit the diagnostic information directly, and solely to the Occupational Health Programs Branch (longer portion of the form, 8.5" x 11").

NOTE: The form was revised as of July 2014 and page 1 (the longer portion) is now forwarded to Occupational Health. In previous versions of the form, page 2 was sent to Occupational Health. Read the form instructions carefully and ensure that the correct page with the confidential information is sent to Occupational Health & Rehabilitation.

The short page of the form is provided to managers and supervisors who are responsible for identifying modified duties within their work units that meet employee's restrictions and limitations. The guidance provided on the short page of the form is intended for managers and supervisors and is retained as a record in the work unit.

Employees are instructed to forward the long page which contains confidential diagnostic information directly to Occupational Health Programs.

The employee is responsible for any costs incurred for the completion of the form.

The front of the form (or the back, in pre 2014 versions) contains a quick reference with useful information and instructions on how to use the form, the process and an outline of responsibilities.

Forms can be ordered from the [Product Distribution Center](#). [3548] It is important to log into the account first, then search for "Short Term Illness and Injury Plan Doctor's Certificate" or product number 7530951064.

For sample of what the form looks like, please refer to Doctor's Certificate ST02 Form Sample Reference Guide. [3549] Hard copy forms for employee's use must be ordered as noted above.

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Question (g): Do I always need a Doctor's Certificate (STO2) Form from my employee?

Answer: The STIIP Plan provides that the employer may request a Doctor's Certificate Form (STO2 form) after 6 consecutive days of absence and every month thereafter (refer Article 1.4 of Appendix 4 of the BCGEU Collective Agreement). The Doctor's Certificate Form is designed to ensure that the supervisor is provided with guidance regarding the employee's limitations, restrictions and prognosis for return to work.

Use judgement in asking for a Doctor's Certificate Form. If you are satisfied that the employee is ill/injured and unable to work, the absence is of a short duration (less than 1 month), and there are no issues or concerns, you may decide to forgo the request for the form. In the unfortunate event that an employee may be terminally ill, it would not be appropriate to ask for a form every month. Supervisors and managers initiate the request for medical information as may be appropriate for the circumstances.

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For absences that are anticipated to be greater than 1 month, or in complex cases, regular use of the form is strongly recommended to obtain updated medical information. The form provides a signed consent from the employee to allow the Occupational Health Nurse (OHN) to exchange confidential information with health care providers. The OHN can then better support you in managing the absence.

The Doctor's Certificate Form is also used in situations when there is a need for the employee to provide satisfactory evidence of medical disability to support the payment of STIIP benefits. In the vast majority of cases there is no reason to doubt the validity of a STIIP claim. Supervisors are discouraged from asking employees to complete Doctor's Certificate Forms for periods of absence where the employee was not actually seen by a doctor.

STIIP Plan provisions allow for Doctor's Certificate forms to be requested where there is a pattern or frequency of absences. However, this practice is not recommended. It can be impractical with the limited availability of doctors and puts a burden on the Province's

health care expenditures. Instead of asking the employee to obtain a form for every absence, supervisors are encouraged to have a discussion with the employee to note that the pattern and frequency of absences is excessive and above the average rate for the work unit. Supervisors should inform the employee that the expectation is that employees make every effort to manage their health in a manner that allows them to attend work on a regular and consistent basis. Advice on managing absenteeism is available through HR Advisors.

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Question (h): Who can and cannot sign a Doctor's Certificate Form?

Answer: Managers should exercise judgement in accepting who signs doctor's certificates. The STIIP Plan notes that the form must be signed by a doctor registered to practice medicine by the College of Physicians and Surgeons of BC. A doctor licensed to practice medicine in Alberta or Yukon is also acceptable where necessary.

For absences of less than one week, there may be circumstances where it is acceptable for another health care provider to complete the form. For example, in the case of an employee with complications from dental procedures, a dentist completing the form might be acceptable. Signatures on a Doctor's Certificate from the practitioners listed below are NOT ACCEPTED for the purposes of determining medical inability to work and the possible payment of STIIP. However, the information these practitioners provide can be useful and can be considered for the purposes of case management and return to work planning: Chiropractor, Dentist, Naturopath, Nurse, Optician, Optometrist, Pharmacist, Physiotherapist, Podiatrist, Psychologist, midwife.

A form completed by a nurse practitioner (NP) may also be acceptable in circumstances where the absence is expected to be less than a month and the employee's case is considered non-complex (i.e.: infection disease or minor injury). If the absence continues, or is expected to continue, beyond a month contact an Occupational Health Nurse for assistance with the case and for guidance on completion of future forms.

NOTE: A nurse practitioner is not the same as a practicing nurse. A nurse practitioner is a health professional with an advanced nursing degree that has been awarded the "NP" professional designation and can provide health care services including prescribing medications and ordering tests.

If a manager has a Doctor's Certificate form that is not signed by a doctor and has concerns, contact an Occupational Health Nurse. The Occupational Health Nurse can assist by reviewing the confidential long portion of the form and clarifying if the employee's reported condition reasonably falls within the scope of practice of the practitioner who signed the form. Please see [Redirect Section](#) for additional information.

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Question (i): Where do managers and employees find information regarding the STIIP Plan?

Answer: Information regarding Short Term Injury and Illness Plan is found in the appropriate collective agreement. However, all agreements should contain information similar to what is found in the BCGEU Master Agreement, Appendix 4.

In accordance with the Terms and Conditions of Employment, [3180] the Short Term Illness and Injury Plan, as approved for the majority of bargaining unit employees (refer to BCGEU Master Agreement), is also extended to excluded employees and OIC categories A, B and C.

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Question (j): Is an employee eligible for STIIP for time off work for infertility treatments, in vitro fertilization or artificial insemination?

Answer: Yes. An employee who, due to medical referral for treatment for infertility, is absent from work for procedures of in vitro fertilization or artificial insemination will be considered unable to work due to illness or injury.

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Question (k): If an employee is still contagious but is recovered enough to work from home, should they still be considered on STIIP or should they be receiving 100% pay for the work they are doing?

Answer: Requests to work from home need to be discussed between the employee and their supervisor. It is up to the supervisor to review and consider requests to work from home from their employees. It is also the manager's responsibility to approve STIIP as may be appropriate. Managers will have to review requests on a case by case basis, depending on the operational ability to work from home. Supervisors will need to use judgement in how the employee should be paid.

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Question (l): Other than BC Public Service Ministries, what other organizations' employees are eligible for our STIIP Plan?

Answer: There are a number of other employers that participate in the BC Provincial Government's STIIP Plan. In addition to BC Public Service ministries, the employees of the following employer groups are eligible for STIIP. Questions about which employers participate in the STIIP plan can be clarified with Workplace Health & Safety, Disability Benefits Administration.

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No.	EMPLOYER GROUP
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002	Legislative Assembly
003	Auditor General
005	Conflict of Interest Commissioner
007	Ombudsperson
015	Elections
022	Government House Only
025	Police Complaints Commissioner
027	Forensic Psychiatric (also 937) (INACTIVE)
046	Liquor Distribution Branch
055	BC Utilities Commission
060	Islands Trust Only
077	Royal BC Museum
079	Forest Practices Board
080	Environm'l Bds & Forest Comm's
088	BC Pension Corp.
092	BC Investment Management Corp. (also 929)
093	Provincial Capital Commission
095	Broadmead Care Society
096	OBL Continuing Care Society
106	Office of the Merit Commissioner
109	Rep for Children & Youth
803	Business Practices & Consumer Protection Authority of BC
804	Partnerships BC Inc.
805	Community Living BC
806	Pacific Carbon Trust Inc.
902	BC Ferry Services Inc.
904	BC Innovation Council
907	BC Treaty Commission
915	First People's Heritage & Language Cultural Council
918	Columbia Power Corporation
920	PEA Association Staff (As Employer)
925	BC Mental Health Society (Riverview)
928	BC Excluded Employees' Association
930	BC Securities Commission
933	Land Title and Survey Authority of BC
937	Forensic Psychiatric Services
938	Habitat Conservation Trust
934	BC Oil and Gas

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Question (m): Do employees on modified work weeks revert to a 7 hour day/5 day week when they are on a STIIP absence?

Answer: Employees whose work schedules dictate when their day off will be taken will no longer revert to a 7 hour day/5 day week. However, employees whose work schedules require mutual agreement for the scheduling of any Earned Time Off (ETO) will revert at the end of the pay period in which the illness commenced. Refer employees and supervisors requiring assistance with Time and Leave to the [Time and Leave Support Site](#) [\[3662\]](#) or the Pay and Benefits Representatives..

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Question (n): Do employees on a STIIP trial return to work revert to a 7 hour day/5 day week?

Answer: Yes, during a STIIP trial, the employee is paid for all hours worked and receives STIIP compensation for all hours not worked. The employee has the option to top up.

- ~ Employees on a modified work week normally revert to a 7 hour per day, 5 days on, 2 days off schedule during a STIIP trial.
- ~ Employees on a shift schedule other than a modified work week may maintain their schedule during a STIIP trial.
- ~ Schedules for hourly paid employees are documented in the STIIP Trial Return To Work letter.

Reference: Payroll Admin Manual; [Time and Leave Support](#) [\[3662\]](#); [STIIP Trial - Payroll Administration Manual](#) . [\[3545\]](#)

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Question (o): If an employee is currently on STIIP and wishes to move directly from STIIP to retirement, what is required?

Answer: The employee need not return to work and no clearance letter from their doctor is required, so long as their pre-retirement leave begins before the effective date of the LTD period. The employee would have their vacation adjusted based upon time away on STIIP but would receive the balance of the current year's entitlement.

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Question (p): If an employee is absent from work for less than 2 hours due to an illness or injury, does anything have to be entered into Time and Leave to record the absence?

Answer: For employees in the BCGEU, Nurses', PEA or Queen's Printer bargaining units, the actual length of the absence has to be entered in Time and Leave and top-up is allowed at the rate of 25% of the actual duration of the absence.

For excluded employees (including Schedule A employees) the Terms and Conditions of Employment for Excluded Employees, Part 10, Section 76.7 only requires the reporting of absences that exceed 2 hours. Absences that are 2 hours or less are recorded internally, there is no impact on pay.

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Question (q): How are the 15 days to re-qualify for a new STIIP period calculated?

Answer: Employees returning to work after an illness/injury must work 15 consecutive scheduled days of work to be eligible for another 6 months of STIIP for that same illness or injury. It is important to note that the 15 days are "consecutive scheduled days of work". The STIIP Plan states that the employee must not have had any related absences in the previous 15 scheduled consecutive days of work to be eligible for a new STIIP period (refer to BCGEU Appendix 4, Article 1.3, Recurring Disabilities).

"Consecutive" means that the 15 days are uninterrupted by any other days away for illness or injury.

"Scheduled" means that these days are the employee's regular scheduled days of work. They do not include days of rest, statutory holidays, earned time off, modified work week days off, or pre-approved vacation leave. These days are not considered "scheduled" days of work. If the employee qualified for a leave, and the supervisor approved it, then it is not a scheduled work day.

For Example: If a supervisor approved a special leave or family illness leave for the employee, then this is not a scheduled work day.

Approved leaves (e.g.: special leaves, leave without pay, ETO, etc) and days of rest (i.e.: weekends for Mon-Fri workers) are considered neutral days and are counted around. They pause the 15 day re-qualification count, but do not re-start it.

For Example: The employee worked 4 days and was absent on the 5th day due to ETO. Upon return to work the employee will be on their 5th of the 15 required consecutive scheduled days of work.

Any time approved as leave is counted around as a whole day. It does not matter how long (full or partial day) the leave is for or what type of leave it is.

While in general employees should work the full day, there are circumstances in which employees may be permitted to skip some work and not be penalized. These situations

are decided on a case-by-case basis with the understanding that, in general, an employee may be credited for working the full day, even when they technically have not.

For Example: In the case of one under 2 hour medical appointment, the work day would count as part of the 15 day re-qualification period.

In the case of over 2 hour medical appointments, the day is considered a neutral day and counted around without re-starting the 15 day clock. However, if “recovery/convalescence” is required after any medical appointment, then STIIP would apply which would re-start the 15 day clock. Similarly, if an employee has several under 2 hour medical appointments, a review and assessment is conducted to consider if the 15 day re-qualification period has been impacted and the re-qualification clock re-started (ie: has the employee really had a full return to work? Should they be on a STIIP trial? Can these appointments be re-scheduled for non-work hours?)

If an employee returns to work after an illness/injury and becomes ill or injured due to a new unrelated illness or injury, then they are eligible for another 6 month maximum STIIP period. However, the STIIP start date for any preceding illness/injury remains unchanged and the timeline for a 6 month maximum STIIP period continues to run concurrently. Once an employee returns to work after their latest illness/injury and works 15 consecutive scheduled days, then all preceding STIIP periods (STIIP start dates) are also concluded. While an employee may have multiple unrelated STIIP periods with corresponding multiple STIIP start dates, there is only one 15 day re-qualification clock that once satisfied eliminates all preceding STIIP start dates/periods and re-sets the employee’s eligibility for future 6 month STIIP periods. ANY absence due to illness/injury re-starts the 15 day count.

If it is not clear whether or not an absence is related, refer to the Doctor’s Certificate Forms that may be on file. The doctor should have answered the question, “Has the same illness caused a previous absence in the last 3 weeks?” If there are no Doctor’s Certificates to refer to, consider asking the employee if the reason they are off works related to a previous absence and keep track of the response. It may be obvious that the 2 are not related based on the supervisor’s observations.

For Example: The employee may have been off work due to a cold, then following a brief return, be off for something to be completely different, like a back injury.

The eLearning module *When Does an Employee Qualify for a new STIIP Period?* [2320] provides examples and information on the re-qualification period and how to determine if an employee is eligible for a new STIIP period.

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Question (r): If an employee is on STIIP or LTD, are they eligible for bereavement leave?

Answer: The employee is not eligible to take bereavement leave if they are on STIIP. This is because they are already absent from work and they don't require leave from work for bereavement purposes. For employees on LTD, only specified contractual provisions apply to them, and leave for bereavement does not apply.

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3. What to Ask and When to Forward/Redirect

Questions you may need to ask the customer to ensure there is enough information to respond to their query:

- ~ Is the query general in nature and not medically-related?

NOTE: Medically-related: about an employee's medical condition, their treatment, recovery, or their restrictions and limitations rather than about how the terms and conditions of the STIIP plan might apply to an employee who is off work or returning to work.

- ~ If request is for information related to how the terms and conditions of STIIP might apply to an employee off work, or returning to work from STIIP, this can be dealt with by the Service Representative (SR).
- ~ If it requires interpretation or further research, refer the query to an HR - Interpretation Services.

Is the query about how to enter Time and Leave and process pay?

- ~ Redirect the query to the [Time and Leave Support site \[3662\]](#) or to the Pay and Benefits Representative

Is the query case-specific and medically-related only?

- ~ If there are only case specific and medically related questions left to respond to, then redirect to an Early Intervention & Return to Work Specialist or OHN as noted below

NOTE: Before redirecting, ensure that any other queries that may be general in nature are dealt with, and questions related to how to process pay are redirected to payroll so that the Early Intervention & Return to work Specialist and OHN are only dealing with their areas of expertise.

Redirect to an Early Intervention & Return to Work Specialist (EIRTWS) [1891] if:
(Contact Julie Feather, Practice Lead, if clarification is required prior to confirming whether a ticket should be directed to an EIRTWS)

- ~ A prolonged absence is anticipated or query is about an employee who has recently returned from a prolonged absence;
- ~ Permanent restrictions are noted on a Doctor's form/note;
- ~ A need for an alternate position is noted;
- ~ Assistance is needed with implementing a return to work trial or there are concerns with a return to work plan;
- ~ Ministry is considering not paying or suspending STIIP
- ~ WCB, ICBC or other party is involved for case management

NOTE: Other parties such as Great West Life or DBA will also need to be advised. Refer to Subrogation: Other Insurance, ICBC, Integration/Subrogation Topic Guide. [1847]

Re-direct to an Occupational Health Nurse (OHN) [1891] if:
(Contact Sarah Lloyd, A/Practice Lead, if clarification is required prior to confirming whether a ticket should be directed to an OHN)

- ~ Concerns regarding an employee's medical condition, treatment or recovery;
- ~ Need clarity on restrictions/limitations, or need clarity on how a medical condition impacts an employee's ability to do their job;
- ~ Concerns about an employee's ability to safely perform their job;
- ~ Medical clearance is needed prior to return to work for a safety sensitive job.
- ~ When guidance is required with forms completed by a nurse practitioner (NP).
- ~ When a manager has concerns about a Doctor's Certificate that is signed by someone other than a doctor or is already actively working on a case with an OHN.

NOTE: A new CRM service request is not required if the manager is actively working on a case with an OHN.

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If the query is related to an auxiliary employee, have they worked the required number of hours to qualify for STIIP benefits?

- ~ Auxiliary employees who do not qualify for STIIP benefits only have their cases re-directed to Workplace Health and Safety (to the Occupational Health Nurse or Early Intervention & Return to Work Specialist as noted above) for services under 2 circumstances:
 1. When the auxiliary employee is in a safety-sensitive job and medical confirmation of their ability to perform the job upon returning from an illness or injury is required;

OR

2. When the auxiliary employee is at or nearing a Return to Work from an illness or injury and assistance with the RTW planning is required (this does not include monitoring or review of medical circumstances prior to this point in time).

Is the query related to a hybrid Labour Relations/medical case?

NOTE: Hybrid case: a case which involves both a medical or STIIP or LTD issue AND a labour relations issue. Examples of labour relations issues include: performance issues; disciplinary process in progress; attendance management issues; conflict in the workplace; bullying; harassment; or other workplace performance or behaviour issues.

- ~ If the Labour Relations issue is minor nature, then the medical issue is re-directed to WHS immediately (to the Occupational Health Nurse or Early Intervention & Return to Work Specialist as noted above), and the HR Advisor will provide the guidance and advice on the workplace issue.
- ~ If the Labour Relations issue is major in nature, then re-direct the query to Labour Relations and to WHS immediately (to the Occupational Health Nurse or Early Intervention & Return to Work Specialist as noted above). If necessary, engage your Team Lead and the Manager, HR Advisory services in making this determination.

Is the query related to the decision to pay STIIP/LTD or not?

- ~ If yes, then the query is immediately redirected to an Early Intervention & Return to Work Specialist.

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4. General Guidance

4.1 End of STIIP Period and Beginning of LTD Period

Managers are not required to make Time and Leave entries for employees on LTD. Once an entry has been made in PeopleSoft to indicate an employee is on LTD, this takes the employee off Time and Leave.

NOTE: If an employee starts LTD before a PeopleSoft entry can be made, then the manager should make an appropriate entry in Time and Leave to ensure the employee is not paid. For further details, the manager should consult the [Time and Leave Support site \[3662\]](#) or call for Time and Leave assistance.

Once a completed application for LTD has been submitted by the employee, a ticket is generated by Disability Benefits Administration and sent to the HRSC to initiate the PeopleSoft entries with the STIIP start and end dates.

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4.2 2 Hour or Less Forgiveness

Clause 1.2 of Appendix 4 (the Short Term Illness and Injury Plan) in the BCGEU Master Agreement was changed effective June 7, 2006 to require the entry of the actual length of the absence; top-up is allowed at the rate of 25% of the actual duration of the absence due to illness or injury. Previous to this, the “2 hour or less forgiveness” policy provided direction on the recording of absences due to illness of 1 day or less as provided for in the existing collective agreement.

Language similar to the current BCGEU Master Agreement (requiring the entry of the actual length of the absence due to illness or injury) is found in:

- ~ Information Appendix A, Part 1.02(b) of the PEA Master Agreement,
- ~ Appendix 3, Part 1.02(b) of the Nurses’ Master Agreement and
- ~ Appendix C, Part 1.02(b) of the Queen’s Printer Master Agreement.

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5. Additional Links

NOTE: It is mandatory for us to offer assistance to customers in navigating the websites when we provide links to them.

Links to sites with open access:

(All customers should be able to access these sites)

Employment Conditions & Agreements on MyHR [2252]

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=bb0bd9ec-e423-57d8-80bc-39b1aaac8d97

BCGEU Master Agreement

Please see:

- ~ Appendix 4, Part 1 – Short Term Illness and Injury Plan
- ~ Article 31.12 – Eligibility Requirements for Benefits
- ~ MOU 14 – Eligibility Requirements for Benefits

Nurses' Master Agreement

Please see:

- ~ Appendix 3, Part I – Short Term Illness and Injury Plan and Long Term Disability Plan

Queen's Printer Agreement

Please see:

- ~ Appendix C, Part 1 – Short Term Illness and Injury Plan

PEA Master and Subsidiary Agreements

Please see:

- ~ Article 22 – Short Term Illness and Injury Plan and Long Term Disability Plan
- ~ Appendix A – Short Term Illness and Injury Plan

Terms and Conditions of Employment for Excluded Employees/Appointees

Please see:

- ~ Part 10, Section 76 – Sick Benefit

E-Learning: Early Intervention & Return to Work Series (the full suite of modules)

[1973]

http://www2.gov.bc.ca/myhr/article.page?ContentID=ae7e97a1-1eaa-fca2-0b90-1b6d0735b574&dcr=/templatedata/sitepublisher/articles/data/myhr/health_well-being/early_intervention_return_work_elearning.xml

E-Learning Module: Doctor's Certificate Form

[2318] http://www2.gov.bc.ca/local/myhr/media/learning/workplace_health_safety/doctors_certificate_form_course67908/Launch.html

E-Learning Module: How To Plan For an Employee Returning to Work After Illness/Injury [1972]

http://www2.gov.bc.ca/local/myhr/media/learning/workplace_health_safety/employee_returning_work_after_illness_course73039/Launch.html

E-Learning Module: My Employee is Absent. What do I do? [2006]

http://www2.gov.bc.ca/local/myhr/media/learning/workplace_health_safety/employee_absent_what_course70606/Launch.html

E-Learning Module: What is STIIP and the Supervisor's Role Within It?

[2319] http://www2.gov.bc.ca/local/myhr/media/learning/workplace_health_safety/stiip_supervisors_role_course75559/Launch.html

E-Learning Module: When Does an Employee Qualify for a New STIIP Period? [2320]

http://www2.gov.bc.ca/local/myhr/media/learning/workplace_health_safety/employee_qualify_new_stiip_course75996/Launch.html

Sick Leave on MyHR [1976]

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=80a1d92b-1169-e65a-df4b-d94623ba4cf9

Links to sites with secure access:

(Customers may have restricted access to these sites. New employees may have to wait up to 2 weeks for access to these sites.)

N/A

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6. Related Content

Benefits: Determining Eligibility Auxiliary to Regular Procedure [3463]

Benefits Overview Topic Guide [1667]

Doctor's Certificate ST02 Form Sample Reference Guide [3549]

Long Term Disability [LTD] Plan Topic Guide [1668]

Pension [General] Topic Guide [1738]

Retirement: Pre-Retirement Leave Topic Guide [1719]

Subrogation: Other Insurance, ICBC, Subrogation/Integration Topic Guide [1847]

Weekly Indemnity Topic Guide [1905]

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Revised: Marne Hughes (TOL Reference) 151222