



Short-Term Disability Plan Policy

Category: Office of People & Culture

Jurisdiction: Associate Vice-President, Office of People & Culture

Approval Authority: Executive Team

Effective Date: July 1 2025

Amendments: N/A

Purpose

Brock University (the University) recognizes employees may require time away from work due to an illness or injury. To support employees, the University offers a short-term disability (STD) plan to provide eligible employees with income protection for absences of five (5) calendar days of absence or greater, due to disability, for a period of up to 105 calendar days (15 weeks).

This Policy outlines the circumstances and criteria wherein employees may be eligible for STD benefits. It should be read together with the Short-Term Disability Plan Procedures. Any definitions outlined in the Policy also apply to the Procedure document.

Scope

This Policy applies to all employees eligible for the STD plan at the University. Please see Appendix 1 for the eligibility list for Administrative, Professional & Exempt employees. All other employees can refer to their applicable collective agreement.

Policy Statement

Commitment to provide a supportive approach to the STD process.

The University utilizes a proactive, supportive, and resourceful approach to managing absences due to injury/illness. Viewing disability and ability as a question of function and not diagnosis.

The University will, through the process of supporting employees, promote timely and safe return to work with support from the medical community to minimize the duration of absence where possible.

This is an employer-paid benefit. STD claims are managed, reviewed, and assessed by the Health Management & Wellness team within the Office of People and Culture or by an approved designate of the University. The University maintains approval authority for compensation for all employees; benefit entitlement is contingent upon receipt of the requested documentation, and its subsequent review and approval.

The University encourages early, safe return to work and recognizes our legal obligation to accommodate employees with a disability, up to the point of undue hardship.

The University will work cooperatively with all partners (e.g., employees, supervisors, unions, health care practitioners) in the STD plan process.

The University will assess and provide support and return-to-work planning to employees on an individual basis.

Confidentiality

The University is committed to maintaining confidentiality when reviewing and assessing an employee's medical documentation and will only disclose an employee's functional limitations and/or capabilities when necessary to assess or implement a return to work or accommodation plan or as otherwise required by law.

Definitions

“Approved Leave of Absence” means a period of absence from work for which the dates are governed by legislation, an applicable collective agreement, or by a mutual agreement (with the exclusion of Sabbaticals) between the employee and the University.

“Date of Disability” means the date the employee became Totally Disabled. Notwithstanding the foregoing, the date of Disability for a seasonal Employee who became totally Disabled during a summer or temporary scheduled lay-off is the first day in which the Employee is scheduled to return to work if the Employee remains Totally Disabled. A retroactive Date of Disability may be determined based on medical documentation, and/or Employee disclosure of Total Disability, and/or not fulfilling the essential duties of their Specific Assignment due to Total Disability. Health Management reserves the right to assess the Date of Disability based on requirements and definitions within the Policy and Procedure.

“Employee” for the purposes of the Policy and these Procedures, an Employee is defined as any individual who is eligible for STD benefits under the Policy.

“Earnings” means the Employee’s regular Earnings paid by the University. The Earnings used to determine the benefit payable is one’s Earnings as of the Date of the Disability.

“Sabbatical” means a leave that is defined in the collective agreement with BUFA and is subject to the approval as per the process outlined in that agreement.

“Specific Assignment” means the type of duties the Employee was performing as of the Date of Disability or immediately preceding the Date of Disability.

“Termination of Employment” means that under the Policy, an Employee’s Termination of Employment with the University will be the day the Employee’s employment with the University terminates for any reason, including resignation, death, the end of a limited term contract, or termination by the University with or without cause. For greater certainty, an Employee’s

employment with the University will be deemed to continue during any applicable statutory period of notice but will not be extended by any period of common-law reasonable or contractual notice, including a period of salary continuance or payment in lieu thereof, whether the termination of employment was lawful or unlawful. Notwithstanding the foregoing, if an Employee's limited term contract is renewed, the Employee's employment will be deemed to have not been terminated.

"Total Disability / Disability / Disabled" means an Employee is considered Totally Disabled when they are unable to perform the essential duties of their Specific Assignment as a result of illness or injury. The loss of any license required for work, or the availability of work, will not be considered in assessing Disability.

Cost of Coverage

The cost to provide STD benefits under this Policy to employees is fully paid by the University

Duration and Amount of STD Benefits

STD benefits are payable for a maximum of 105 calendar days in the form of 100% salary continuance in approved claims per injury/illness

Policy Compliance

This Policy is under the jurisdiction of the Office of People & Culture. The interpretation and application of this Policy is the responsibility of the Office of People & Culture. Final decisions related to this Policy will be made by the Office of People & Culture.

Review Period: 5 years

Next Review Period: 2030

Related Policies and Policy Instruments: Short-Term Disability Plan Procedures, Employment Accommodation Policy, Long-Term Disability Policies (provided by a third party)

Required Consultations: Executive Team, Senior Administrative Council, Employee Unions

Recommended Consultations: N/A

Appendix 1: Eligibility for Short-Term Disability for Administrative, Professional & Exempt and Senior Administrative Council (SAC)

Eligible Classes
Administrative Professional - Ongoing Regular Full-Time, Ongoing Regular Part-Time, Ongoing Seasonal Full-Time, Ongoing Seasonal Part-Time
Exempt - Ongoing Regular Full-Time, Ongoing Regular Part-Time, Ongoing Seasonal Full-Time, Ongoing Seasonal Part-Time
Senior Administrative Council (SAC) - Ongoing Regular Full-Time