

Definitions

Income Protection Plan (IPP) - Provides eligible employees with an income if they cannot perform their normal duties due to illness/non-occupational injury during both STD and LTD

Eligible Employee - A full-time employee who meets the conditions of their collective agreement or employment contract eligibility for payment through the IPP as a result of illness or non-occupational injury

STD Absences – Sick absences of less than 1 day up to 130 days and do not include COVID-19 illnesses

COVID-19 Absence Codes – In response to COVID-19 new absence types were identified, and codes created to manage and track COVID-19 absences

P19 – **Paid leave** due to the following COVID related absence types:

- COVID-19 - Positive

- COVID-19 - Isolation recommended by Public Health

- COVID-19 - Isolation pending COVID-19 testing results

- COVID-19 - Employee Immunocompromised

- COVID-19 - Employee age 70 years or older

- COVID-19 - Temporary operational closure (Facilities or Programs) resulting in paid leave of absence for staff

COVID-19 - **Non-Paid** Leaves of Absence codes:

- L19 – Unpaid leave of absence less than 30 days

- LL19 – Unpaid leave of absence greater than 30 days

LTD Absences that extend beyond a 6-month qualifying period (i.e. 130 days), when an employee continues to be totally disabled beyond their STD absence. LTD absences are currently managed by Manulife Financial

Lost Days - Standardized as a 7-hour shift