

5180 Benefits on Leave of Absence

Policy 5180

STATUS: ADOPTED

BENEFITS ON LEAVE OF ABSENCE - TEACHERS/SUPPORT

Board Approved and Codified: June 23, 1986

Last Revised: June 19, 2013

Description:

The Board of Education believes that all employees on leave should have the opportunity of maintaining their benefit package, subject to the nature of the leave and the approval of the carrier, up to 12 (twelve) months with the employee paying both the employee's and the employer's share of current premium costs.

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Description:

1. For employees on leave of absence without pay for less than five months, it is mandatory that benefits continue and that the employee pays both employee/employer portion of the premiums.
2. For employees on leave of absence without pay for five (5) months or more, the Board will allow the extension of benefits for a maximum period of twelve (12) months upon request, subject to the following:
 - i) specific approval of the carrier;
 - ii) provided the employee pays both the employee's and employers' portion of the premiums;
 - iii) the employee will be limited to the choice of subscribing to only basic medical or subscribing to all benefits provided by the carrier. The employee cannot select specific benefit coverage;
 - iv) the employee must notify the Board Office, in writing, of their intentions prior to the commencement of leave.
3. Payments of the current cost of both the employee's and employer's portion of the benefits covering the entire leave to a maximum of twelve (12) months shall be made prior to commencement of the leave, either in lump sum or post-dated cheques.
4. Exceptions to this policy include:
 - Maternity Leave
 - Sick Leave
 - Canadian Armed Forces Assignments
 - Certain Secondments

For more details regarding the current cost as it relates to the individual employee, contact the Director of Human Resources Officer, Board Office.