POLICY: SHORT-TERM DISABILITY PLAN – MANAGEMENT AND NON-UNION EMPLOYEES

SECTION: II – General Policies – Human Resources

MOTION#/DATE: 07 - – June 14, 2007

Policy Statement

The following sets out the new Short-term Disability Plan – Management and Non-union Employees of the Toronto Public Library (the "Plan"). The Plan provides protection against financial loss to eligible employees who are absent from work due to short term illnesses or non-compensable injuries for up to twenty-six (26) weeks of coverage [based on a five (5) day work week, to a maximum of one-hundred-and-thirty (130) work days] each calendar year and/or per injury or illness. This Plan is supplemented by the Toronto Public Library's long term disability plan which provides protection against long term disability claims.

Application

Management and non-union employees.

Definitions

Ill Dependent Leave: Employees will be eligible for Ill Dependent Leave in accordance with the "Care for Ill Dependents" policy. This policy provides for up to six days of ill dependent leave per year. Payment will be based on the income protection schedule listed below.

Short Term Disability Coverage: The Plan provides short term disability salary protection to Toronto Public Library management and non-union employees at a coverage level of either 100% or 75% of regular salary prior to the illness or injury, based on an employee's years of service as set out below for up to twenty-six (26) weeks of coverage [to a maximum of one-hundred-and-thirty (130) work days] per calendar year and/or per illness or injury. The salary protection is outlined as follows:

TORONTO PUBLIC LIBRARY

Length of Service (as at January 1 each year)	Maximum Number of Weeks Coverage at 100% Salary per Calendar Year	Maximum Number of Weeks Coverage at 75% of Salary per Calendar Year
Less than 6 months	0	0
6 months to less than 1 year	0	26
1 year to less than 2 years	2	24
2 years to less than 3 years	4	22
3 years to less than 4 years	6	20
4 years to less than 5 years	8	18
5 years to less than 6 years	10	16
6 years to less than 7 years	12	14
7 years to less than 8 years	16	10
8 years to less than 9 years	20	6
9 years to less than 10 years	24	2
10 years or more	26	0

Conditions

Active full-time management and non-union employees are eligible for this benefit from their first day of employment.

Temporary management and non-union employees are eligible for this benefit after the completion of six (6) months of continuous service.

Part-time employees are eligible for a pro-rated portion of this benefit, which is dependent on their hours worked in a calendar year, after the completion of six (6) months of aggregate service.

As reflected in the above noted chart, eligible employees will first be provided with any available coverage based on years of service at 100% of regular salary (first column) followed by any available coverage payable at 75% of salary (second column).

An employee is not eligible to advance to the next level of coverage based on years of service unless they are in active employment with the Toronto Public Library. An employee must be actively at work to obtain the benefit of an increase on the above scale, unless the individual is absent due to pregnancy or parental leave. An employee who is not in active employment will become eligible for the next level of coverage based on years of service on the above scale, upon returning to active employment for at least one (1) full work day.

Employees Absent from Work as of January 1st:

Employees will receive one-hundred-and-thirty (130) days on the first regular work day following January 1st each year. Unused days will not be carried over from year-to-year, and there is no payout of these days upon termination. Employees must be actively at work to receive the 130 days. If an employee is not actively at work on the first regular work day following January 1st, the employee will receive the 130 days once they have returned to work for a period of two (2) weeks. In the interim, the employee may access the unused days from the previous year.

The benefits outlined above are applicable to an overall maximum of twenty-six (26) weeks for each separate period of disability. Absences greater than twenty-six (26) weeks duration are intended to be covered under the Toronto Public Library's Long Term Disability plan and are subject to approval by the Library's insurer. In no case shall the Short-term Disability Plan provide a greater period of protection than 130 days (approximately 26 weeks) per calendar year.

The above Plan remains subject to change, including termination, by the Toronto Public Library Board in its sole discretion, at any time without further notice. If you require information regarding this Plan, please contact your Human Resources Representative.