



HUMAN RESOURCES MANAGEMENT 6 – Health Benefits and 90 Day Elimination Period

Date: January 16, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

An employee on long-term sick leave may use up their allowable sick days prior to reaching the end of the 90 day elimination period for Extended Disability eligibility under the Alberta School Employee Benefit Plan (ASEBP).

2.0 PROCESS

- 2.1 When an employee on long-term sick leave uses up their allowable sick days prior to reaching the end of the 90 day elimination period, and the employee wishes to continue their health care coverage, the employee becomes fully responsible for the payment of health care premiums (ie the Board's portion as well as the employee's portion) until Extended Disability has been approved.
- 2.2 Annually, principals/supervisors need to be reminded that an employee, who has been on medical leave for more than two weeks must present a medical note stating that they are fit to resume their regular duties. The medical note must be forwarded to Human Resources at Central Office for inclusion in the employee's personnel file.

References: *All Collective Agreements & General Pay Plan*