

POLICY # PE 010
ILLNESS SUPPLEMENTRY BENEFIT PLAN

APPROVAL DATE:	May 1995	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	05-04-04; 10-08-01 (August 2001); January 15, 2019; March 26, 2019	REVIEW DATE:	March 2019

POLICY STATEMENT

To provide a Supplementary Benefit Plan to pregnant employees of the County of Vermilion River who cease work due to the health related portion of their Maternity Leave.

BACKGROUND

The County recognizes that employees taking maternity leave face increased financial expenses including a reduced income. As such, for the benefit of pregnant employees who are required to cease work due to a Maternity Leave, Council established a SUB plan to EI for maternity benefits. Payments from the maternity SUB plan that meet the conditions specified in the Labour Code are not deducted from EI benefits.

OBJECTIVE

To establish the criteria by which the County provides a SUB plan to increase an employee's weekly earnings during the health related portion of their Maternity Leave.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	
Administration	
County Staff	

DEFINITIONS

AUMA is the Alberta Urban Municipalities Association.

County is the County of Vermilion River.

Doctor Certificate is a written note or statement from a physician or other medically qualified health care provider which attests to the result of a medical examination of a patient.

EI is employment insurance.

Health Related Portion is the portion of a Maternity Leave that an employee is medically incapable of returning to work.

Maternity Leave is leave granted under the Employment Standard Code where a pregnant employee is entitled to a period of unpaid leave of not more than sixteen (16) weeks starting at any time during the 12 weeks immediately before the estimated date of delivery.

SUB is the Supplemental Unemployment Benefit.

GUIDING PRINCIPLES

The SUB plan is financed by the County’s general revenues and is kept separate in the payroll records. Employees do not have a right to SUB payments except for the supplementation of EI Maternity Leave benefits for the unemployment period as specified in this policy. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration, banked sick leave, vacation leave or severance pay benefits are not reduced or increased by payments received under the SUB plan.

Entitlement

- Maternity Leave is granted to pregnant employees in accordance with the Employment Standards Code.
- Entitlement to the SUB plan is restricted and is only applicable to the Health Related Portion of an employee’s Maternity Leave.

- To receive payment under the SUB plan, employees must:
 - Qualify for Maternity Leave under the Labour Standards Code.
 - Have served as a full-time employee of the County for a minimum of ninety (90) consecutive days immediately preceding the Maternity Leave.
 - Submit a doctor’s certificate indicating the date that the Health Related Portion of the Maternity Leave commenced
 - Submit a doctor’s certificate indicating the date that the Health Related Portion of the Maternity Leave finished
 - Submit their EI benefit paperwork as proof that they have applied for and are in receipt of EI maternity benefits, including the dollar amount of which they are entitled to receive
- SUB is payable for the period during which the employee is not in receipt of EI benefits, if the only reason for non-receipt is:
 - The employee is serving the one (1) week EI waiting period
- In any one (1) week, the total amount of the SUB payment plus the weekly rate of the EI maternity benefit payment must not exceed ninety five percent (95%) of the employee’s regular weekly earnings.
- The SUB payment is limited to the amount of sick leave entitlement accumulated by the employee. Employees are only eligible to receive a SUB payment for accumulated sick time of seventy five (75) days or less.
- Employees who participate in the SUB plan are not entitled to salary or benefits over and above that which would normally be received.
- Employees who take Maternity Leave have the option to continue their AUMA benefits.
- Employees are responsible for one hundred percent (100%) of the AUMA benefit premium while on Maternity Leave.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer