Claiming Disability Benefits

POLICY STATEMENT AND PURPOSE: Disability benefits are provided in the event that employees are unable to perform their normal duties due to illness or injury during both short and long term periods, provided they meet eligibility requirements in accordance with the collective agreements and current policies.

SCOPE: All eligible employees

PROVISIONS OF POLICY: All employees of the City of Hamilton are eligible for Workplace Safety & Insurance Board (WSIB) benefits, and all full time employees of the City, as defined in the Income Protection Plan, are eligible for Short and Long Term disability benefits, in cases where an illness or injury results in an inability to perform their normal duties.

Short Term Disability Benefits

RESPONSIBILITIES: Employee

To be eligible for disability benefits, employees must submit a completed Sick Claim form to Human Resources, Return to Work / Work Accommodation Services (RTW/WA).

Subsequent claim forms must be submitted in accordance with the applicable Income Protection Plan.

Employee’s failing to submit a claim form pursuant to these regulations shall be considered as absent without leave non-paid and may be subject to disciplinary action.

Claims forms are provided to assist employees in providing the necessary information to expedite claims for STD benefits and are available from Human Resource Services or department supervisors.

Employees must:

a) on the sixth working day of absence have a Sick Claim form completed by a recognized medical practitioner;

b) return the completed Sick Claim form to RTW/WA as per the
provisions of their collective agreement

c) subsequent claim forms to be submitted in accordance with
the applicable collective agreement/income protection plan.

All costs for completion of doctor’s claim forms will be the
responsibility of the employee.

**Long Term Disability (LTD)**

**Responsibility**

**Employee**  It is the employee’s responsibility to ensure that:

a) all LTD carrier claims forms are completed by the
recognized medical practitioner and are either sent
directly to the LTD Carrier or returned to RTW/WA for
submission to the LTD carrier.

b) periodic medical updates as requested by the benefit
provider are submitted.

All costs for completion of claim forms will be the responsibility
of the employee.

**Return to Work / Work Accommodation Services**

a) Contact employees in the 4th month of an absence and
provide all necessary forms and information regarding
application for long term disability benefits;

b) Submit completed forms to the LTD Carrier;

c) Act as a liaison between the employee and the LTD Carrier.

**Workplace Safety & Insurance Board (WSIB)**

**Responsibility**

**Employee**  a) Immediately report all injuries/accidents which occur during
the course of duty, whether or not medical attention is required,
or whether or not lost time occurs, to the supervisor/foreman or
designate.

b) Jointly complete a Report of Accidental Injury/Occupational
Disease form with the supervisor/foreman or designate.

c) Notify the WSIB Analyst if medical attention is not required
on the day of injury but is received afterward.

**Supervisor**  a) Arrange, where required, immediate medical attention.
b) Jointly complete a Report of Accidental Injury/Occupational Disease form with the employee and forward it immediately to the WSIB Analyst.

c) Complete an Absence Report if lost time results from the injury/accident.

d) Provide Functional Abilities Form (FAF) to employee upon their departure from the workplace.

e) Notify the WSIB Analyst if medical attention is not required on the day of injury but is received afterward.

Return to Work / Work Accommodation Services

a) Ensures that all related information is forwarded to the WSIB within the specified time limits

b) Act as a liaison between the City and the WSIB. Facilitate the exchange of information between the WSIB and the employee.


CONTACT: For more information contact Return to Work / Work Accommodation Services

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