

USW Salary Continuance Sick Leave Policy

- A. It is the policy of the Union to provide salary continuance for employees for a reasonable period of time of disability to determine whether or not the disability in question is likely to be permanent.

This policy applies to absences of more than one week (five (5) consecutive workdays, excluding weekends). Absences for disabilities of shorter duration are managed on an individual basis in accordance with current contractual provisions or policy.

In order to receive or continue to receive salary continuance, an employee is required to do the following:

1. Notify his or her Director, the Canadian National Director or Department Supervisor (in the International Headquarters), and the Personnel Administrator, immediately of any disability related absence that could reasonably be expected to last more than one week and provide a physician's certification of disability.
2. Complete the medical release forms that will be sent to the employee promptly after notice of disability and also complete, or have the certifying physician complete, the medical information request.
3. Comply with requests for an independent medical evaluation as directed by the Union to determine the nature and extent of the disability, whether it is permanent, or whether or when the employee can return to work.
4. Employees who are disabled, but not permanently disabled, by sickness or accident and who have complied with the preceding requirements, shall have salary continuance based on their length of service as of their last day worked in accordance with the following:
 - a. Employees with ten (10) or more years of seniority service credit have salary continuance up to a period of twenty-four (24) months.
 - b. Employees with five (5) through nine (9) years of seniority service credit shall have salary continuance up to a period of twelve (12) months.
 - c. Employees, other than probationary employees, who have less than five (5) years seniority service credit shall have salary continuance up to a period of six (6) months.

- d. Probationary employees' salary continuance shall terminate prior to the end of their probationary period so that no probationary employee can complete the probationary period by reason of sick leave.
 - e. The periods of paid salary continuance in this policy are cumulative over an employee's working life, i.e., when an employee moves into a new seniority category, sick leave will be provided in accordance with the employee's seniority category, offset by any prior usage of sick leave. For example, if an employee with less than five (5) years of service uses three (3) months of salary continuance, when that employee has five (5) years of service, he or she will have nine (9) months of salary continuance.
 - f. In the extremely unusual circumstance where an employee has exhausted the cumulative amount of salary continuance and has returned to work, that employee can be entitled to additional periods of salary continuance in accordance with the employee's service calculated since the date of return, provided that the employee has worked for at least six (6) months.
 - g. Employees on salary continuance at the time a wage increase becomes effective shall receive such increase effective with the date of the return to work. This includes any lump sum or bonus payments.
5. For employees in the United States, time off under the salary continuance program will be considered as leave provided in accordance with the Family and Medical Leave Act. That law provides for up to twelve (12) weeks unpaid leave in a year, but paid leave can be counted by the employer towards such leave.
 6. The International Union will apply the salary continuance policy in a manner consistent with any legal obligation to provide reasonable accommodation to disabled employees. Employees found to be totally and permanently disabled during the above periods will no longer be eligible for salary continuance and may apply for a disability pension in accordance with the applicable provisions of the staff pension plans.
 7. The International Union shall continue its efforts to determine whether insurance coverage is available to provide the salary continuance herein provided and may, if such coverage is available, provide salary continuance through an insurance carrier.
- B. During periods of prolonged disability salary continuance, employees will not be expected to perform the tasks associated with their assignments. Accordingly, no per diem expense or use of gasoline credit cards will be allowed during such periods of sick leave. The per diem allowance will be suspended immediately following the second pay period after commencement of sick leave.

- C. From an administrative, economic and tax standpoint, it is reasonable and appropriate that disabled employees retain their existing lease cars, but during such periods, the use of leased cars must be limited to need. No new cars will be issued to employees while they are on extended periods of disability.

In the event the Internal Revenue Service requirements indicate that the use of leased cars provided during periods of prolonged disability salary continuance constitutes a basis for payment of federal taxes on the monthly lease for such automobiles, the International Union shall take such steps as may be required to make the necessary payroll deductions to satisfy tax requirements.