

# Manager Job-Aid WCB

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*Saskatchewan* 

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**Purpose: A guide detailing the steps involved for the Workers Compensation Process (WCB).**

Manager\* – Refers to Supervisor/Team Lead/Ministry Contact

## **MIDAS Elements (Timecodes)**

**Note: Date of injury is coded as RT – regular time worked.**

### **WS – WCB Sick Leave Pending – For employees with sick leave entitlements**

- This timecode is used prior to a WCB claim being approved or rejected.

**Note:** The “Date of Injury” and the “Nature of Injury” must be entered in MIDAS by the Salary Human Resource Specialist (SHRS) before the “WS” timecode can be used. If claim has not been established in Midas, timecode “SSL-IL” - Sick leave – Illness, with a comment stating WCB claim is to be used.

- This element reduces the balance of the “PTO SL Accrual Plan”.
- For positive paid employees this timecode will map to “Regular Time Entry” for payment.

**CUPE employee:** The “Date of Approval” is entered in Midas when the claim is established as per Article 26.01 of the CUPE Union Management Agreement (UMA).

### **LS – Sick Leave Without Pay - For employees with no sick leave entitlements.**

- This timecode is used prior to a WCB claim being approved or rejected.
- Employee will not receive pay for these days. Use of this code will not create an overpayment for the employee if the claim is denied.
- WCB hours using this timecode should be identified with a comment on the timecard as WCB.
- If the claim is approved, the employee will receive retroactive payment for time previously coded as LS.

### **WC – WCB Approved Leave**

- This timecode is used to record time away from work that is approved and reimbursed by WCB.

**Note:** A date must be entered in the “Date of Approval” or “Date of Approved Appeal” in MIDAS before the “WC” timecode can be used.

- This timecode will add to the threshold hours for the WCB claim.
- For positive paid employees this timecode will map to “Regular Time Entry” for payment.

**Note:** When the timecodes are adjusted from WS to WC the sick leave entitlements are reinstated.

### **WR – WCB Sick Leave Rejected Claim**

- If the WCB claim is rejected by WCB and the employee has sufficient sick leave entitlements to cover the leave time, this timecode is used to record time that was previously recorded as “WS Sick Leave Pending”.

**Note:** A date must be entered in the “Date of Rejection” field in MIDAS before this timecode can be used.

- This timecode will reduce the “PTO SL Accrual Plan” balance. If WS was previously used, the sick leave balance would have already been reduced.
- For positive paid employees, this timecode will map to “Regular Time Entry” for payment. If the WS timecode was previously used, payment would have already been received.

### **WW – WCB Sick Leave without Pay Rejected Claim**

- If the WCB claim was rejected by WCB but the employee does not have sufficient sick leave entitlements to cover the leave, this timecode is used to record time that was previously recorded as “WS Sick Leave Pending” or “LS – Sick Leave without Pay”.

**Note:** A date must be entered in the “Date of Rejection” field in MIDAS before this timecode can be used.

- If the employee is appealing the decision from WCB, the delegate/employee may continue to use this timecode to track the related WCB time loss.

**WG – WCB Graduated Return – This code is only used when advised by the HRSC.**

- Depending on the Return to Work agreement, the delegate/employee uses the WG code when the employee’s time loss at work is paid by WCB while on a Graduated Return to Work program (GRTW).
- It is typically used after an extended period of leave (not indefinite leave) and prior to an official return to work.

**Note:** A date must be entered in the “Date of Approval” or “Date of Approved Appeal” fields in MIDAS before this timecode can be used.

- This timecode will **not add** to the threshold hours for the WCB claim.
- For positive paid employees, this timecode will map to “Regular Time entry” for payment.

## Reporting of Injury

### Employee

- **Tell your employer/supervisor/manager** in detail about the incident.
- Complete and submit to the Saskatchewan Workers’ Compensation Board (WCB), the **Worker’s Initial Report of Injury (W1)** as soon as possible. Go to [www.wcbask.com](http://www.wcbask.com); click **File an Injury Incident form (W1)**, complete the W1 form and submit it to WCB either **online or Fax** at 306-787-4311 or 1-888-844-7773 **and forward a copy to your supervisor or manager**. Paper forms can be obtained from your supervisor/manager, the WCB website, HR Service Centre or a WCB office. *Note:* Online submission is preferred by WCB.
- Stay in touch with your employer/supervisor/manager and your WCB representative.
- Follow the treatment program set out for you.
- Get involved in your return-to-work plans.

**W1 form link on the WCB website:**

<https://www.wcbask.com/sites/default/files/2021-03/W1-WrkFrm.pdf>

**E1 form link on the WCB website:**

<http://www.wcbask.com/wp-content/uploads/2013/11/E1-EmpFrm.pdf>

### Manager\*

**The E1 Form MUST be submitted to WCB within 5 days of becoming aware of the injury.**

**Note:** WCB Firm No. (Section A) – If the WCB Firm No. is unknown, the Manager\* can contact the HRSC at 306-798-0000 or 1-877-852-5808.

- **No Time Loss Claims** – When an employee/worker **does not miss** any time away from work as a result of the injury or is only absent for the remaining portion of his/her shift on the date of the injury.
  - Go to [www.wcbask.com](http://www.wcbask.com); click **File an Injury Incident form (E1)**; complete Section A, B, C and E of the E1 form and submit the form to WCB either **online, mail or by fax**. Keep a copy for your records.
 

**Note: E1 No time loss forms are not required at the HRSC.**
- **Time Loss Claims** – When an employee/worker is **absent** from work beyond the date of injury.
  - Go to [www.wcbask.com](http://www.wcbask.com); click **File an Injury Incident form (E1)**; complete all sections on the E1 form **except** Section D: #11, #12, #16 and submit the E1 form either online or fax to WCB and save a copy in PDF format.
  - **Forward the completed E1 Time Loss form (PDF copy) to the HRSC** by email [HRSC@gov.sk.ca](mailto:HRSC@gov.sk.ca), **the subject line of the email must be entered as: MIN(WCB) –Employee’s Name – E1 Form** or by fax (306-798-9966/1-877-852-9219). The HRSC will complete Section D: #11, #12, #16 and provide this information to WCB. WCB will match this information together with the E1 and W1 forms previously submitted.

**Note:** A SGEU employee who has been in receipt of Workers’ Compensation Benefits for a period of ninety (90) or more calendar days, shall make application for the SGEU Long Term Disability Plan (LTD) (Article 23.1 A). Out of Scope employees belonging to the Disability Income Plan (DIP) must apply to the plan by the 13<sup>th</sup> week of their disability. CUPE employees who have been in receipt of WCB benefits for ninety (90) days or more shall make application to the DIP plan (Article 26.11 of the CUPE UMA). If the employee is approved for LTD/DIP, the LTD/DIP premium waiver is effective when the Member is accepted on LTD. Failure to apply for LTD/DIP and receive approval from SGEU LTD/DIP will impact the employees’ benefits.

- The Salary Human Resource Specialist (SHRS) emails the delegate/employee/Manager\* when the claim has been set up in MIDAS and identifies the timecode to use. The [WS -WCB Sick Leave Pending](#) code is used unless the employee does not have any sick leave PTO entitlements, then the delegate/employee would use [LS -Sick Leave without Pay](#).
- The Manager\* will ensure the employee’s timecard is completed using the correct WS, LS or SSL timecodes.

**CUPE employee:** The [WC – WCB Approved Leave](#) code is used while the claim is still pending providing the employee has sick leave, vacation leave or time in lieu entitlements to use in the event the claim is rejected. (Article 26.01 of the CUPE UMA)

## Claims

### Approval of Claim

**Note:** A copy of the approval letter that is sent to the ministry **must** be emailed to the HRSC at [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca). **The subject line must be entered as follows: MIN(WCB) – Approval Letter – Employee’s Name.** The HRSC does not receive any correspondence directly from WCB.

- For approved WCB claims, the employee will be paid through the regular payroll run (with timecard entry as required). The employee shall earn all benefits except vacation leave

entitlements. Please note **CUPE** employees earn all benefits while off work due to a WCB injury claim.

- The SHRS mails the employee a letter outlining benefits while on an approved WCB claim, provides information regarding WCB threshold hours and emails a copy to the Out of Scope manager.
- The SHRS notifies the delegate/employee to use the [WC - WCB Approved claim](#) code. The delegate runs the “GOS – PTO Employee Entitlement Details Report”, listing the details under the “PTO SL Accrual Plan” and the “Leave Without Pay” timecodes. This will identify the dates for all **WS, WR, WW and LS/SSL** timecodes (if related to WCB time).
- The delegate/employee amends all the related WCB timecodes that pertain to the approved claim in MIDAS from WS, WR, WW and LS/SSL (if related to WCB time) to WC – WCB Approved Leave for the current fiscal year.
- The delegate provides the Manager\* with the “GOS – PTO Employee Entitlement Details Report”.
- All previous fiscal year timecards are amended by the SHRS when the previous fiscal year timecard amendment form is received.

### Vacation Leave Entitlements and Vacation Pay

**Note:** This section does not apply to CUPE employees. Article 26.05 of the CUPE UMA states the employee earns all benefits from the day of injury.

- The employee receives full vacation leave entitlements/pay for the **calendar** month of injury.
- The employee is not eligible to earn vacation leave entitlements/pay for full **calendar** months of non-work due to a WCB approved injury claim per SGEU Article 23.2.1 A) and *Section 78(a) of the Public Service Regulations, 1999*.
- If the employee’s return to work (Graduated Return To Work) results in a partial calendar month worked, vacation leave entitlements/pay for that partial month are prorated.

**Note:** If an employee is away from work due to the WCB injury that is considered ‘intermittent’ or ‘sporadic’, vacation leave entitlements are not prorated.

#### Example 1

The date of injury is 04-Mar-2014. The employee is absent due to the WCB injury from 15-Apr-2014 to 23-Apr-2014. The employee earns full vacation leave entitlements for the month of March 2014 (month of injury) and earns full vacation leave entitlements for the month of April 2014. For the purpose of SGEU Article 23.2.1 A), the date of injury commences on the first day the employee is absent from work due to the injury.

**Note:** If an employee returns to work on a full time basis, but requires sporadic or intermittent days away due to the approved WCB injury, (medical appointments), vacation leave entitlements are not adjusted. The employee must notify WCB of these absences, otherwise the employer does not receive payment and these absences will be charged to the employee’s sick leave entitlements.

### Third Party Liability Claim – Sick Leave Advances and Loans

In a situation where an employee has had to access sick leave entitlements for absences due to an

injury sustained while working for another employer and the employee has received WCB benefits for these absences, the employee must buy back their sick leave entitlements.

**Note:** The value of the sick leave entitlements is calculated based upon the employee's hourly rate for each hour of sick leave entitlement used. The total amount in dollars received from the employee divided by the hourly rate equals the amount of sick leave hours entitlements credited back to the employee.

## Multiple Claims

- If an employee has more than one WCB claim, the WCB thresholds are manually calculated by the SHRS to include the hours related to each claim.
- The delegate/employee enters the claim number on the timecard in **PSC Client** to identify the WCB claim.

## Denial of Claim (Rejected)

**Note:** A copy of the rejection letter that is sent to the ministry **must** be emailed to the HRSC at [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca). The HRSC does not receive copies of any correspondence directly from WCB. **The Subject line must be entered as follows: MIN(WCB) – Rejection Letter - Employee's Name**

- If the claim is rejected, the employee can use sick leave entitlements, vacation leave entitlements and time in lieu (TIL) entitlements for the time loss due to the injury.
- The delegate runs the "GOS – PTO Employee Entitlement Details Report". The "PTO SL Accrual Plan" identifies the dates for all WS timecodes and the "Leave without Pay" identifies the dates for all the LS timecodes. The delegate/employee will amend the timecodes in PSC Client from WS to [WR – WCB Sick Leave Rejected Claim](#). If the employee has other entitlements (time in lieu or vacation leave entitlements) the LS timecodes can be amended to other entitlement otherwise the LS codes are amended to [WW – WCB Sick Leave without Pay Rejected Claim](#).
- If the employee is still off due to injury and has no remaining entitlements, the employee should be placed on a Definite Leave of Absence (DLOA).

## Claim Closed

- PSC Client will not accept any WCB timecode entries after the "End of Claim" date has been entered in MIDAS.

## Salary Continuance of Normal Earnings

Earnings to be allocated to each pay period that the employee is eligible to receive Workers Compensation benefits for purposes of determining the normal earnings threshold for the pay period. The SHRS will calculate the salary continuance for the employee.

**Note:** To determine the "normal earnings" refer to the [WCB Allowances and Differentials Form](#) (see Appendix A). This form indicates which earnings are to be included in "Normal earnings".

**Note: Overtime hours are not included unless specified below.**

**Note:** *Future focused* means continuing with the scheduled hours of work the employee would be working if they were not on a WCB absence.

- **M1 employee working 100%.** Normal earnings are based on the monthly regular salary and differentials the employee is scheduled to work (future focused).
- **B2 permanent full time employee working 100 %** (not including field designations). Normal earnings are based on bi-weekly regular salary and differentials the employee is scheduled to work (future focused).
- **B2 permanent full time field employee working 100%.** Normal earnings are based on the regular salary and differentials from the last pay period prior to the absence.
- **B1 permanent labour service field employee working 100%.** Normal earnings are based on the field hours and differentials from the last bi-weekly pay period prior to the absence.
- **B1 permanent labour service non field designation employee working 100%.** Normal earnings are based on the bi-weekly regular salary and differentials the employee is scheduled to work (future focused).
- **B1 permanent labour service employee working less than full time hours and B1 term employees.** Normal earnings are based on the last 4 or 26 bi-weekly pay periods, whichever provides the greater benefit for the employee (per Article 23.2 B) 3.
- **B1 permanent part time employee.** Normal earnings are based on the average of the last 4 or 26 bi-weekly pay periods whichever provides the greater benefit for the employee. (hours and differentials).

**Note:** If an employee only has 24 pay periods worked due to he/she didn't work for 2 pay periods, the earnings are still divided by 26 pay periods

- **Young Offender/Child Care Facilities LOU #143.** For employees who are **scheduled to work full-time** (8 week averaging periods) and those hourly paid employees who were assigned a full time shift schedule for a complete full time averaging period while working in a Young Offender Facility (scheduled hours are not reduced by designated holidays) Historical practice is each scheduled shift in the averaging period is to be treated in the same manner. Since this group of employees have Time in Lieu (TL) built in their regular schedule, this time whether banked or paid out is to be included in continuous earnings. It is the accumulation of the scheduled days that may create an excess of the maximum straight time hours resulting in averaging period overtime. These excess hours are to be recorded on blank days using the timecode that supports the employee's decision to have it paid or banked. The 1 year and 2 year WCB thresholds will be reached sooner given that all scheduled days will be eligible for salary continuance (reached sooner than a calendar year). These earnings are to include *future focused* shift schedules. Being on WCB should not affect the employee's normal workschedule.
- **Young Offender – permanent part time.** Normal earnings would be calculated using the last 4 or 26 bi-weekly pay periods whichever provides the greater benefit for the employee. The exception to this would be those employees who are assigned to cover a permanent full time work schedule for a full 8 week averaging period.
- If an employee is injured during a Temporary Assignment of Higher Duties less than 30 days (TAHD) and the TAHD assignment continues, salary continuance would include the TAHD payment. If the employee has worked the TAHD sporadically, do not include this in the average earnings. Standby pay is the same reasoning as TAHD.
- The SHRS advises the delegate/employee/manager\* of the normal earnings (hours, differentials) and explains how to complete the timecards for salary continuance.



## Examples of Salary Continuance Calculations

### Example 1 - Employee working less than full time on salary continuance

Hours of work designation: Office

Date of injury: April 1, 2009 (employee off work)

Employee Status: employee off work from date of injury during full period while on workers compensation benefit

Percentage of regular hours worked (pattern): 60%

Yearly hours: **1123.2** (1872 x .6)

Hours of work pattern per pay period: 43.2 hours per pay period (1123.2 yearly hours divided by 26 pay periods per year)

		2009												
Pay Period		PP 9	PP10	PP11	PP12	PP14	PP15	PP16	PP17	PP18	PP19	PP20	PP21	PP22
Hours to be entered per Pay Period		43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2
Pay period end date		Ending 11-April												
		2009						2010						
Pay Period		P23	PP24	PP25	PP26	PP27	PP1	PP2	PP3	PP4	PP5	PP6	PP7	PP8
Hours to be entered per Pay Period		43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2
							Ending 2-Jan-10							Ending 10-April
														Total WC Hours
														<b>123.2</b>

This is the date the employee reaches their 1 year threshold

Where an employee is continuously away from work on workers compensation benefits, date upon which the employee's one (1) year benefit period concludes: **April 10, 2010**. That is when the employee's Total WC Hours= the yearly hours at 60%.

Yearly hours: 1123.2 (1872 x .6)

Hours of work pattern per pay period: 43.2 hours per pay period (1123.2 yearly hours divided by 26 pay periods per year).

Hours worked in each pay period where workers' compensation benefits are not applicable: varies (see example chart below – hours worked in parenthesis).

### Example 2 - Employee working less than full time on Salary Continuance and Working (sporadically)

Hours of work designation: Office

Date of injury: 01-APR-2009

Employee Status: from date of injury employee works some regular hours during period while on workers compensation benefits.

Percentage of regular hours worked (pattern): 60%

		2009												
Pay Period		PP 9	PP10	PP11	PP12	PP14	PP15	PP16	PP17	PP18	PP19	PP20	PP21	PP22
Hours to be entered per Pay Period		43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2
Actual hours worked	Ending 11-Apr-09				(16)			(8)		(8)		(24)		
WC hours entered on the timecard					27.2			35.2		35.2		19.2		
		2009 Actual hours worked + WC hours =						2010 Total hours to be entered on the timecard.(43.2)						
Pay Period		PP23	PP24	PP25	PP26	PP27	PP1	PP2	PP3	PP4	PP5	PP6	PP7	PP8
Hours to be entered per Pay Period		43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2	43.2
Actual hours worked		(16)		(24)				(8)		(24)			(8)	
WC hours entered on the timecard							Ending 2-Jan-10							
		27.2	19.2					35.2	19.2		35.2			
		2010												
Pay Period		PP9	PP10	PP11	PP12	PP13	PP14	PP15	PP16	PP17	PP18	PP19	PP20	PP21
Hours to be entered per Pay		43.2	43.2	43.2	43.2									
Actual hours worked		(24)			(12)									
WC hours entered on the timecard		19.2			31.2									
				Total WC hours										
		<b>1124</b>												

PP ending  
19-Jun-10

Date upon which the employee's one (1) year benefit period concludes: **19-JUN-2010**

## Job Share/Variable Hours Compensable Hours

If a permanent full time employee moves from a full time position to a reduced hours of work arrangement (Variable Hours/Job Share) and within the last year of the reduced hours of work arrangement experiences an injury compensable under Workers Compensation, the Workers Compensation provisions shall be administered as follows:

- For the purposes of determining compensable hours that the employee would be entitled to while on Workers Compensation, compensable hours shall be determined based upon the average of the employee's full time and less than full time regular hours for the last 26 pay periods for bi-weekly paid employee's and 12 pay periods for monthly paid employees **prior to the date of injury**. This shall equal the hours in each pay period that the employee will be eligible for the application of workers compensation benefit.
- For SGEU employees, in the 26 pay periods prior to the date of injury:
  - total regular hours in all pay periods where the work pattern was full time plus total regular hours where the work pattern was less than full-time;
  - divided by 26;
- For the purposes of determining the compensable hours, the one (1) year threshold shall conclude on the date on which the employee would receive workers compensation benefit totaling the hours equivalent to the total regular hours worked in the 26 bi-weekly pay periods prior to the date of injury or 12 pay periods for monthly paid employee's.

## Income Averaging

If an employee is participating in the Income Averaging Plan program and is injured at work while still on Income Averaging, the employee is paid at 100% salary if the WCB claim is approved. The employee can re-schedule the Income Averaging Leave to a time when the employee is deemed to be actively at work.

**Note:** When the employee takes the actual leave period for the Income Averaging Leave, the salary would once again be reduced to what the income averaging percentage was.

## Payment from WCB

**Note:** Corporate Services receives payment from WCB by direct deposit or cheque.

- Corporate services will scan the payment information and email the HRSC a copy of the statement. The HRSC email is [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca). **The Subject line must be entered as follows: MIN(WCB) – Refund to Vote - Employee's Name.**
- The entry for this payment in MIDAS is called a "Refund to Vote".

## Refund to Vote Entry

- The SHRS enters the "Refund to Vote" entry into MIDAS for the applicable employee(s), which entitles the department's budget.
- The "Refund to Vote" element **must** be entered in the current active pay period for processing.
- The "Refund to Vote" element updates the "WCB Reimbursement" balance which is used to display the WCB total on the T4 footnote (Box 77).

- If the current costing on the assignment is not where the refund should be made to, then override costing is required. **Example:** An employee has a WCB claim from an injury while working at the PSC and since then transferred to Finance when the refund is received, override costing is required to reimburse PSC expense.

## Recovery of an Overpayment

- If the WCB reimbursement contains a recovery of an overpayment, the “Refund to Vote” element is entered as a **negative** value. Statements that indicate a value of \$0.00 or a reference number commencing with “N” must also be sent to the HRSC.

## Threshold Hours

### Note: As of December 01, 2004 (current process):

- The employee’s WCB time clock begins on the first day the employee is absent from work due to the injury and **not on the day of the injury**. If an employee is injured on June 17<sup>th</sup> and continues working and on December 1<sup>st</sup> the employee misses work due to their injury. December 1<sup>st</sup> would be the first day that is counted towards the employee’s 1 year threshold hours. If the employee returns to work on December 3<sup>rd</sup> and then misses work another time from January 4<sup>th</sup> to 5<sup>th</sup>, the employee has accumulated 3 days towards their WCB threshold year. The threshold hours are the actual hours of approved WCB leave.

### Note: Prior to the rule change December 01, 2004:

- SGEU and Out of Scope employees WCB time clock begins from date of injury on a calendar year basis. If the employee was injured on 31-Oct-2004 and missed 13-Nov-2004 and 14-Nov-2004, the employee has accumulated 15 days toward his/her WCB calendar year. The calculation of the balance is derived from calendar days from date of injury to date of rule change (01-Dec-2004) multiplied by average hours per day.

## Threshold Hours for One Year

- Full time hours (employee working 100%):
  - 1941.312 – hours/year – field/shift/modified/altered/regulated
  - 1872.000 – hours/year – office
  - 1983.996 – hours/year – out-of-scope
- One year threshold for a **permanent full time** employee working full time hours:
  - 1845.312 – hours/year – field/shift/modified/altered (1941.312 - 96 stat hours)
  - 1776 – hours/year – office (1872 – 96 stat hours)
  - 1887.996 – hours/year – out-of-scope (1983.996 – 96 stat hours)
- Where an employee works **less than full time hours**, the hours are determined by an average of the last 4 or 26 bi-weekly pay periods or 12 pay periods for monthly paid employee’s, whichever provides the greater benefit for the employee.
- To calculate the one year threshold for a SGEU **Job Share/Variable Hours** employee, hours shall be determined based upon the average of the employee’s full time and less than full time regular hours for the last 26 bi-weekly pay periods prior to the injury.

## After One Year Threshold is Reached

- When the one year threshold is reached, WCB Sick Leave Top Up commences. If the employee has sick leave entitlements, the employee continues to receive normal earnings until their sick leave entitlements are exhausted or they reach the two year threshold.
- When a **CUPE** employee exhausts their sick leave entitlements, they may use vacation leave entitlements or TL to extend the payment of normal earnings to the maximum two year threshold. The SHRS will advise the employee of the amount of sick leave entitlements they have at the end of their one year threshold. The vacation leave entitlements and the TL can only be used as top up by consent of the employee.
- The SHRS advises the employee by letter that they have reached the one year threshold for the WCB claim and that sick leave top up will commence. The SHRS emails a copy of the letter to the employee's Out of Scope manager.
- The SHRS determines the difference between the payment made by the employer and the payment received from Workers' Compensation Board. This amount is charged against the employee's available sick leave entitlements.

## Two Year Threshold or Employee's Sick Leave Exhausted (whichever occurs first) – Indefinite Leave of Absence Commencing

- When the two year threshold is reached or the employee's sick leave entitlements are exhausted, whichever occurs first, the employee will be placed on an indefinite leave of absence.
- When a **CUPE** employee's two year threshold is reached or the employee's sick leave, vacation leave and time in lieu entitlements are exhausted, whichever occurs first, the employee will be placed on an indefinite leave of absence. (INDLOA)
- The SHRS advises the Manager\* that the employee has reached their two year threshold or sick leave entitlements have been exhausted and they will be placed on an indefinite leave of absence and requests the Leave of Absence Request Form to be completed and sent in to the HRSC.
- The Benefit Service Team (BST) advises the employee by letter that their two year threshold has been reached or sick leave entitlements have exhausted and they will be placed on an indefinite leave. The letter includes the date the leave will commence and information regarding the employee's benefits while on an indefinite leave.
- Manager\* emails the completed Leave of Absence Request Form to [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca). **The Subject line must be entered as follows: MIN(BEN) – Leave of Absence Request Form – Employee's name.**
- The SHRS advises WCB to issue WCB payments directly to the employee.
- Any over-expenditure of vacation leave entitlements will not be collected for in scope employees. (as per SGEU 23.2.1 D). Any remaining vacation leave entitlements, TIL, EDOs, SDOs or flex benefit payment will be paid out if a positive balance is remaining. Bank balances that have a negative entitlement (e.g. time in lieu) will be recovered in accordance with the salary overpayment guidelines.

## Term Employees, Labour Service Employees on Layoff and CUPE Relief Employees

- **Term employees** follow the same WCB process as a permanent employee until expiry of their term appointment. When the term appointment has expired the employer shall cease paying the employee and the employee shall receive payments as provided by WCB. The employee is not entitled to an indefinite leave of absence.
- The SHRS informs WCB to pay employee directly as his/her term assignment has expired.
- The employer shall not make any payments to a **Labour Service** employee during the period of seasonal lay-off. During periods of seasonal lay-off, the employee shall receive payments directly from WCB.
- CUPE relief employees are paid directly by WCB. The HRSC is only responsible for providing wage information for the WCB claim.

## Benefits (on Indefinite Leave for Workers Compensation)

### SGEU

- If the employee has applied for LTD and been **declined and is eligible for Group Life Insurance coverage**, the employee has the option to pay their Group Life premiums up to a maximum of three years. Under no circumstances will Group Life Insurance coverage exceed a three year maximum.
- LTD premiums are mandatory for the first year while on leave.
- If **approved** under the SGEU LTD plan even if it is a nil payment, the employee *may* qualify for a Group Life premium waiver. LTD premiums will be waived if the member has an approved LTD claim.
- In order to receive Dental Plan and Extended Health Care Plan benefit coverage, your coverage must be in effect at the time of injury. Dental coverage will continue for 12 months from the start of the Indefinite Leave. If your LTD application has been approved, your Extended Health Care and Dental benefits will continue as long as you are on approved WCB and LTD claims.
- Within 90 days of return to work, employees have the option to contribute pension arrears to the pension plan (PEPP) for the period of leave.

### Out of Scope/CUPE

- If the employee has applied for DIP and been **declined and is eligible for Group Life Insurance coverage**, the employee has the option to pay their Group Life premiums up to a maximum of three years. Under no circumstances will Group Life Insurance coverage exceed a three year maximum.
- DIP premiums are optional if disability claim is declined.
- If **approved** under the Plannera DIP plan even if it is a nil payment, the employee may qualify for a Group Life premium waiver. DIP premiums will be waived if the member has an approved DIP claim.
- In order to receive Dental Plan and Extended Health Care Plan benefit coverage, your coverage must be in effect at the time of injury. Dental coverage will continue for 12 months from the start of the Indefinite Leave. If your DIP application has been approved, your Extended Health Care and Dental benefits will continue as long as you are on approved WCB

- and DIP claims.
- Within 90 days of return to work, employees have the option to contribute pension arrears to the pension plan (PEPP) for the period of leave.

### Reconciliation

- The SHRS reconciles to ensure all time recorded as WCB has been reimbursed by WCB to the employer.
- The SHRS ensures the vacation leave entitlements has been adjusted accordingly, if required.

### Return to Work

If the employee has been absent from work on WCB but **not on an indefinite leave of absence** and is now fit to return to work, the following applies:

- The employee advises the Manager\* when medically cleared to return to work full time or on a Graduated Return to Work Program (GRTW).
- The Manager\* consults with the Business Partner, when a Graduated Return to Work Program is required.
- The delegate/Manager\* advises the SHRS via email to the HRSC ([hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca)) of an employee's return to work date, if employee is returning to their previous position on a full time basis or on a Graduated Return to Work Program. **The Subject line in the email must be entered as follows: MIN(WCB) – Return to Work -Employee's Name.**
- If the employee returns to work on a Graduated Return to Work Program and the employee is still covered by WCB, the SHRS informs the delegate/employee of the appropriate timecodes to enter in PSC Client.

If the employee has been absent from work on **WCB on an indefinite leave of absence** and is now fit to return to work, the following applies:

- The employee consults with the Business Partner and Manager\* for the return to work.
- **SGEU employee** - On return to work, vacation leave, sick leave, seniority and increment benefits will be earned in accordance with Article 18.4 of the PS/GE Collective Bargaining Agreement.
- **Out of Scope employee** - On return to work vacation leave, sick leave and SDOs will be earned in accordance with Section 70 of The Public Service Regulations 1999.

**E5 Forms** - E5 forms are completed by the Manager\* and faxed directly to WCB. **They are not required at the HRSC.**

### WCB Maximum Assessable Earnings

Effective January 01, 2015 the WCB maximum payment is \$65,130.00.

Effective January 01, 2014 the WCB maximum payment was \$59,000.00 per calendar year. Prior to January 01, 2014 the WCB maximum payment was \$55,000.00 per calendar year

## Appendix A – WCB Allowances and Differentials

Earning Type	Included in 'Earnings' Definition – (SGEU) or 'Salary' Definition - (CUPE)	
	Yes	No
Monthly salary	X	
Designated Holiday Pay	X	
Vacation Pay	X	
Overtime		X
Extra Days ( Instructor)		X
Shift Differential ***	X	
TAHD *		X
Standby *		X
Camp Differential ***	X	
Professional Fees	X	
Northern District Allowance	X	
Sleepover Allowance ***	X	
Winter Differential		X
Special Northern Leave **		X
Northern Project Allowance	X	
Flying Pay Differential		X
Ferry Toll Service	X	
High Tower Differential		X
Pilot Firefighting Differential		X
Tool Allowance	X	
Transportation Allowance	X	
Medical Standby Pay *		X
Private Transportation Allowance	X	
Car Allowance	X	
Temporary Salary Supplements	X	
Work Site Allowance	X	
Headquarters Allowance	X	
Geologists Field Bonus	X	
Weekend Premium	X	

\* In general these allowances will not be included, however, in circumstances where an employee is away for a short period of time and management has informed the employee that he/she is assigned TAHD or standby during the period of injury, and when management does not cancel the assignment, the employee shall receive the normal TAHD or Standby pay.

\*\* When an employee is on a WCB Absence, the time shall not be counted as time worked for the benefit of Special Northern Leave, however, this absence shall not be viewed as a break in service for these benefits.

\*\*\* When normally scheduled.

NOTE: To maintain the continued payments of those earnings listed as "included", the authorization or notification of entitlement remains similar to the situation while working.