



Directive on Medical Evacuations

Department responsible: Human Resources	Approved by: _____ Director General
Effective Date: January 1 st 2003	Modified by:
References: <i>Collective Agreements</i> <i>Teachers: 12-4.00</i> <i>Support: 6-6.00</i> <i>Professionals: 10-0.00</i>	

1. Premises

- 1.1 [purpose](#) This Directive sets the rules pertaining to cost incurred when employees or employee's dependants are evacuated for medical reasons.
- 1.2 [various rules](#) Different rules apply depending on whether the accident giving rise to the evacuation occurred while an employee was on duty or whether the employee or dependants are beneficiaries of the James Bay Agreement.
- 1.3 [definitions](#) In this directive, the following expressions are defined as:
- a) **evacuation:** transportation from the workplace of an employee located in Nunavik to another community or centre due to an illness, an accident or complications related to pregnancy;
 - b) **emergency evacuation:** evacuation of an employee or an employee's dependant requiring urgent and immediate attention and requested by a doctor or a nurse;
 - c) **non-emergency evacuation:** evacuation of an employee or an employee's dependant in order to consult other specialized medical resources or obtain medical care although their conditions do not require urgent and immediate attention.

2. Work Accident

- 2.1 [CSST coverage](#) The Commission de la Santé et de la Sécurité au travail (CSST) should pay for all costs incurred for the emergency evacuation of an employee who has an accident while on duty. It might also, in certain cases, pay for costs incurred during a non-emergency evacuation.

Procedure

- 2A) [contact Human Resources](#) *In the case of a work accident, the employee or Centre director concerned shall contact the Department of Human Resources without delay so that a file may be immediately opened by the CSST. Certain procedural rules apply but in general transportation costs could be directly paid by the CSST.*
- 2B) [cause of accident](#) *The CSST could refuse to pay for an accident caused by a gross negligence on the part of the evacuated employee.*

3. Employees Beneficiary of the James Bay Agreement

- 3.1 [agreement](#) Various governmental agreements flowing from the James Bay Agreement (JBNQA) confer particular medical coverage to its beneficiaries. Subject to section 2.1, in all cases of emergency or non-emergency evacuations, the Nunavik Regional Board of Health and Social Services (NRBHSS) shall pay all travel and accommodation expenses incurred by a Beneficiary of the JBNQA. The NRBHSS shall also pay the expenses of a companion if the person who is evacuated is under 18 or over 65 of age.

The School Board or the collective insurance of the employee, where applicable, would not have to pay the costs for the evacuation of a beneficiary of the JBNQA.

4. Employees Non-Beneficiary of the James Bay Agreement/ Emergency Evacuation Unrelated to a Work Accident

A) All Non-Beneficiary Employees

- 4.1 [basic plan.](#) With respect to employees that are not beneficiary of the JBNQA, the NRBHSS shall pay the cost of transportation for an emergency evacuation. It will also pay the cost of air transportation both ways of a companion if the evacuated person is under 18 or over 65 years of age.

B) Employees Covered by Regional Disparities Provisions

This section applies only to employees covered by the regional disparity provisions flowing from a collective agreement or from the regulation concerning senior staff working conditions.

- 4.2 [expenses in transit](#) The School Board shall reimburse the employee upon submission of relevant vouchers for expenses incurred by the employee and its dependants while in transit during an emergency evacuation (meal, taxi and accommodation if applicable). Such expenses are limited to the amounts provided for in the policy concerning social trips.
- 4.3 [medical certificate](#) The employee must provide evidence of the necessity of such emergency evacuation through a certificate delivered by the attending nurse or physician, or when such certificate may not be obtained locally, through a medical certificate signed by the referring physician.
- 4.4 [companion](#) The KSB shall reimburse the cost of air transportation both ways for a companion of a person evacuated from the workplace if such cost is not paid by the NRBHSS as provided for in section 4.1.

5. Non-Emergency Evacuation

- 5.1 [use of social benefits](#) The School Board may authorise an employee to use one of the social trips to which the employee is entitled for purposes of a non-emergency medical evacuation.
- 5.2 [medical certificate](#) The employee must provide evidence of the necessity of such non-emergency evacuation through a certificate delivered by the attending nurse or physician, or when such certificate may not be obtained locally, through a medical certificate signed by the referring physician.
- 5.3 [taxable benefit](#) The School Board shall consider such trip as a regular trip for taxation purpose and issue a T4 and Statement 1 for incurred expenses; the employee shall be responsible for claiming admissible tax deduction where appropriate.

6. Application of this Directive

- 6.1 [prior provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 6.2 [responsibility](#) The Director of Human resources is the person responsible for the application of this Directive.