

1. DISABILITY

If the duration of the absence due to disability is less than five business days:

The employee's sick-leave bank will be used. In some situations, the supervisor may ask for a medical certificate.

If the duration of the absence due to disability is more than five business days:

- Obtain the *Disability medical report – Salary Insurance* form, available in electronic or paper format from Human Resources, and have it completed by your doctor, specifying the diagnosis, treatments and duration.
- Submit the completed *Disability medical report – Salary Insurance* form to Human Resources as soon as possible and before the 10th day of your absence.

Notify your immediate supervisor as soon as possible of the duration and any extension of your disability.

Possible Compensation:

See *Salary Insurance Rates*

SALARY INSURANCE RATES*

Employee	Duration of absence	Salary insurance
Managers as per by-law	First week	100%
	2 nd to 26 th weeks	80%
	27 th to 104 th weeks	70%
Professionals (art. 5-10.30) and Support Staff (art.5-3.32)	Waiting period (5 days from sick bank)	100%
	2 nd to 52 nd weeks	85%
	53 rd to 104 th weeks	66 ⅔ %
Teachers (art.5-10.27)	Waiting period (5 days from sick bank)	100%
	2 nd to 52 nd weeks	75%
	53 rd to 104 th weeks	66 ⅔ %

*contact Human Resources for more details

Human Resources
9800 Cavendish Blvd
Bureau 400
St-Laurent, QC
H4M 2V9
Phone (514) 482-8220
Fax (514) 482-9539
www.kativik.qc.ca

Contact Human Resources:
ohs-sst@kativik.qc.ca



WHAT TO DO IN THE CASE OF AN ABSENCE DUE TO:

- Disability
- Work-Related Accident (CSST)
- Disability as a result of a criminal act (IVAC)
- Automobile accident (SAAQ)



2. CSST

If your disability is a result of a workplace accident, you might be eligible to claim workers' compensation. Be sure to notify your immediate supervisor as soon as a workplace accident occurs. Try to ensure that you are promptly given any first aid required.

How to Claim:

Fill out an *Accident Report* Form (ask your supervisor or Human Resources).

If possible, complete the form prior to leaving the premises. Sign it and submit it to your supervisor.

You must ensure that your doctor completes a *CSST medical certificate* which they should have. This must be sent to your supervisor and all subsequent reports must be sent to Human Resources.

Immediately inform your supervisor as well as Human Resources of your absence, the duration as well as the date of your next medical visit.

For any claim or absence of more than 14 calendar days, you must complete the CSST *Worker's Claim* form and send it, duly signed, to Human Resources. You can get a form from Human Resources or at: www.csst.qc.ca/en/formulaires/Pages/1939a.aspx

Possible Compensation:

For regular employees, the indemnity is paid in full through KSB. Non regular employees, contact Payroll for indemnity rates.

3. IVAC

If your disability is a result of a criminal act, under the *Crime Victims Compensation Act* you might be eligible for compensation.

IVAC covers any medical-related expenses. If the victim continues to suffer from a disability, IVAC will provide a monthly pension.

How to Claim:

You must complete the official form obtained from IVAC's head office (address below), call the CSST at (1-866-302-CSST(2778)) or at: www.ivac.qc.ca/EN_forms.asp

Possible Compensation:

Initially paid through KSB (at *Salary Insurance Rates*), then compensation paid directly by IVAC.

4. SAAQ

If your disability is a result of an injury from an automobile accident, you might be eligible to claim public automobile insurance.

How to Claim:

In order to claim for various types of compensation (death benefits, diminished quality of life, property damage, etc.), you must first call the SAAQ to open a file. You will then complete a claim form which can be requested by calling the SAAQ, by mail or found here:

www.saaq.gouv.qc.ca/en/accident_victim/index.php

Possible Compensation:

Initially paid through KSB (at *Salary Insurance Rates*), then compensation paid directly by SAAQ.

IVAC

1199, rue de Bleury
C.P. 6056 Succursale A
Montreal, QC, H3C 4E1
(514) 873-6019

1-800-561-IVAC (outside Montreal)
Fax: 514-873-3531
www.ivac.qc.ca/

SAAQ

P.O. Box 19600, Terminus
333, blvd Jean-Lesage
Quebec, QC, G1K 8J6
1-888-810-2525 (QC)
1-800-463-6898 (outside QC)
www.saaq.gouv.qc.ca/