



Catholic Independent Schools Diocese of Prince George

Finance Office

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Prince George BC V2N 5P9
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DISABILITY CHECKLIST

This checklist is provided to assist in gathering and submitting the required documents and information for an employee who is going on Disability.

If an employee is going to be absent from work for one week (7 days) OR 5 consecutive work days, due to the same illness or accident, they MUST apply for Disability.

An arrangement must be made with the school *prior* to leave regarding the employee payment of their portion on the benefits while on leave.

EMPLOYEE NAME: _____

School Checklist

Forms to be submitted by the Employee:

- Provide Employee with STD Employee Statement and Attending Physician Statement package. These can be submitted directly to Great West Life Disability Office or the Finance Office. To submit to Great West Life email: Langley.dms@owl.ca

Forms to be submitted to the Finance Office:

- STD Employer Statement Last Day Worked _____
- Timesheet noting last day worked plus 5 sick days

EE Return to Work

- Inform Finance Office of employee's first day worked upon return
- Employee to complete a Group Coverage Change Form upon return – contact CISPG Finance for form

CISPG FINANCE OFFICE USE ONLY

Disability

- Employer Statement completed
Last Day Worked _____ Last Day for Which Paid _____
Gross Earnings for the month: _____

EE Return to Work

Date EE Returned to Work _____ Gross Earnings for the month: _____

NOTE: If the employee on disability has pension, their contribution will be waived for the duration of the disability leave. The employer must provide the Benefits Office with employee's gross salary from the first of the month until the last day paid. When the employee has returned to work full time, the Benefits Office must be provided with the exact return to work date and the employee's earnings from their first day of their return to work to the last day of the month.