

Principal/Vice Principal Short Term Disability Benefit (STDB) Adjudication

Administrative Procedure

Status:	New
Effective:	September 1, 2025
Revision Date:	N/A
Review Date:	September 1, 2026
Responsibility:	Superintendent of Human Resources

1. Application

- 1.1. This process applies to all Principals and Vice Principals (P/VPs), except those assigned for a term of less than six (6) months and those in an acting Principal or Vice Principal position covered by another agreement.
- 1.2. This process will be effective starting the 2025-2026 school year and for each year thereafter.
- 1.3. The HDSB may secure a third-party for the purposes of sick leave, Short Term Disability Benefit (STDB) case management/adjudication, and/or appeal services.
- 1.4. For clarity, the terms of this administrative procedure are in accordance with the Principals and Vice Principals Terms and Conditions of Employment. If changes, modifications, or amendments are made to the central Terms and Conditions, this administrative procedure may also be subject to change in accordance with those updates.

2. Sick Leave and Short-Term Disability Benefit (STDB)

- 2.1. Principals/Vice Principals will be allocated sick leave and short-term disability benefits in accordance with the central terms and conditions of

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employment. These days may be used for personal illness, injury, medical, and/or dental appointments unless stated otherwise.

- 2.2. Access to top-up provisions will be in accordance with the central terms and conditions of employment.

3. Absence Reporting

- 3.1. All Principals/Vice Principals are responsible for maintaining regular and consistent attendance at work.
- 3.2. Absence reporting shall be in accordance with the Halton District School Board's Absence Reporting Administrative Procedures.
- 3.3. Whenever possible, personal medical and dental appointments should be scheduled outside of the regular work day.

4. Timelines & Medical Documentation Requirements

- 4.1. It is the Principals/Vice Principal's responsibility to know and comply with the process and timelines provided in the procedure.
- 4.2. All absences related to personal illness or injury of ten (10) consecutive days or more (sick leave and STDB) must be supported with sufficient medical documentation and approved by the HDSB and/or third-party adjudicator. Discretion to this timeline can be considered if requested by the Principal/Vice Principal.
- 4.3. Appropriate medical documentation must be submitted no later than 10 business days after the first day of absence unless a request for a reasonable extension has been submitted and approved. The employee is

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responsible for the cost of obtaining and providing the first sufficient medical documentation. Subsequent requests by HDSB and/or the third-party adjudicator for medical documentation, will be reimbursed to the employee.

- 4.4. Reasonable extension to deadlines may be granted when requested by the Principal/Vice Principal in writing, or another acceptable format, within ten (10) working days from the first date of absence. Extensions beyond the original ten (10) working days from the first date of absence may only be considered under circumstances beyond the Principal/Vice Principal's control and are not guaranteed.
- 4.5. Principals/Vice Principals who are on an approved extended medical leave or with recurring absences related to ongoing treatment, testing or specialist appointments are required to submit updated medical documentation as requested by HDSB and/or the third-party adjudicator by the specified date. If meeting the deadline is not possible, the Principal/Vice Principal is expected to communicate the reason(s) for the delays. Extensions may be considered on a case-by-case basis, depending on the circumstances.
- 4.6. Medical documentation must, at minimum, include:
 - Date of first absence
 - Date of assessment
 - General nature of illness
 - Prognosis for return to work
 - Any physical or cognitive restriction and limitation including duration

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- 4.7. If the information provided is deemed insufficient, the HDSB and/or third-party adjudicator will contact the Principal/Vice Principal for additional information and/or for clarifying information. Should a doctor-to-doctor consultation and/or an Independent Medical Examination (IME) be required, the Principal/Vice Principal will be informed of the necessary process. The HDSB will assume responsibility for any fees associated with the doctor-to-doctor and/or IME.

5. STBD Adjudication

- 5.1. Principals/VicePrincipals will be required to provide the HDSB and/or a third-party adjudicator with sufficient medical documentation for the purpose of determining entitlement to STDB.
- 5.2. All absences taken during the STDB period will be paid at 75% (plus available and applicable top-up) pending approval through the case management/adjudication process by the HDSB and/or third-party adjudicator. Exceptions to the mandatory adjudication process are listed below.
- 5.3. **Absences of one (1) day or less due personal medical appointments**
Absences of one (1) day or less due to personal medical appointments or personal dental emergencies taken through STDB may be approved for 90% without undergoing the adjudication process. This request must be made by the Principal/VicePrincipal to Employee Health and Wellness by emailing hdsbmedicals@hdsb.ca within five (5) working days of the date of the absence. The HDSB and/or third-party adjudicator may request proof of attendance to the appointment or sufficient medical documentation.

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The employee is responsible for the cost of obtaining and providing any necessary medical documentation.

5.4. Absences of one (1) day or less due personal illness

Absences of one (1) day or less due to personal illness taken through STDB may be exempt from the adjudication process at the sole discretion of the Board and/or third-party adjudicator.

This request must be made by the Principal/VicePrincipal to Employee Health and Wellness by emailing hdsbmedicalshdsb.ca within five (5) working days of the date of the absence. Absences for personal illness/injury thereafter will be required to undergo the adjudication process, unless otherwise determined by the Board.

5.5. Absences of more than one (1) day but less than ten (10) consecutive days

Principals/Vice Principals may request a review of the absence to assess eligibility for 90%. It is the responsibility of the Principal/VicePrincipal to make this request to Employee Health and Wellness through the [STDB Adjudication Request Form](#) within five (5) working days of the last date of the absence. Appropriate medical documentation may be required, as part of the adjudication process, to approve the absence. The employee is responsible for the cost of obtaining and providing any necessary medical documentation.

- 5.6. For all absences of ten (10) consecutive days or greater (Sick Leave and STDB) and/or when medical documentation has been directly requested, medical documentation must be submitted on the Abilities Form to the Employee Health and Wellness at hdsbmedicalshdsb.ca or third-party

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adjudicator, and must include the required information as listed in 4.6. Follow-up medical documentation deemed appropriate by the HDSB and/or third-party adjudicator may be required and will be done on a case-by-case basis.

- 5.7. Any follow-up requests for additional medical documentation will be made in writing, or another acceptable format, within five (5) business days of receiving the original medical information. During this period, the Principal/Vice-Principal will continue to receive 75% of pay (plus available and applicable top-up).
- 5.8. If the information requested is not received within the required timelines and no extension has been granted, the HDSB and/or third-party adjudicator will decide based on available information.

6. Confirmation of Eligibility to STDB

- 6.1. Eligibility determination will be communicated to the Principal/Vice Principal within five (5) business days, once all required documentation has been submitted for review.
- 6.2. Eligibility decisions will be provided in writing, or another acceptable format, with a copy to the appropriate HR contact/Employee Health and Wellness.
- 6.3. All approved STDB days will be adjusted to 90% of pay retroactive to the first day of approved STDB. Top up to 100% of salary, if available and applicable, will be applied accordingly .

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- 6.4. For absences that are not approved, access to the STDB will cease effective the next business day following the notice of denial. All STDB days taken while awaiting the initial decision will remain at 75% (plus applicable and available top-up). A return to work date will be determined on a case-by-case basis.

7. Appeals

- 7.1. In the event eligibility is not approved, upon receipt of the denial, a Principal/Vice-Principal may appeal the decision. The Principal/Vice-Principal must follow the process outlined below.
- 7.2. A written appeal should be submitted within twenty (20) calendar days of receiving the denial communication.
- 7.3. An appeal must be submitted via the Appeal Form and submitted to Employee Health and Wellness at hdsbmedicals@hdsb.ca. The appeal must include:
- The Principal/Vice-Principal's position and rationale for the appeal;
 - Any new information and supporting medical documentation not previously submitted.
- 7.4. Within twenty (20) calendar days of receipt of the appeal request, HDSB and/or a third-party will provide a response, which may include:
- a) An approval of the STDB for the period in question;
 - b) A confirmation of ongoing denial of the STDB days for the period in question;
 - c) A confirmation that the HDSB and/or a third-party may require additional information as deemed necessary to complete the appeal

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process. The HDSB and/or a third-party will confirm the appropriate timeline for a response based on the steps required to obtain the additional information. Once all additional information is received, a written decision will be made in writing, or another acceptable format, within twenty business days.

- 7.5. During the appeal process, the Principal/Vice-Principal will not have access to STDB days at either 75%, 90% or 100% of their salary. Principal/Vice-Principal's who refuse to return to work during the appeal process will be unpaid.
- 7.6. Where the appeal is from a third-party adjudication process, it shall only proceed through the third-party's appeal process.

8. Exemptions

- 8.1. A Principal/Vice-Principal may request an exemption to the adjudication process for medical reasons.
- 8.2. A request for exemption must be done in writing, or another acceptable format, and supported by sufficient medical documentation submitted to the Employee Health and Wellness Department at hdsbmedicals@hdsb.ca.
- 8.3. Exemptions are evaluated on a case-by-case basis and are granted at the sole discretion of the board, including the determination of their duration. Approved exemptions apply only to absences directly related to the medical condition for which the exemption was granted.
- 8.4. If approved for exemption, the Principal/Vice Principal will be paid at 90% (plus top up if available and applicable).

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- 8.5. For approved exemptions, Principals/Vice-Principals are expected to communicate any absences related to the exempted medical condition to Employee Health and Wellness with the date of the absence and the general nature of the absence.