

## Workers' Compensation

## Policy No. 322

### *Policy Statement:*

Workers' Compensation is a form of income replacement when injuries or accidents occur while the employee is at work and/or at the work site, resulting in the inability to be at work and perform the normal duties of their position.

It should be noted that there is no mandatory provincial legislation in Alberta for employers such as the Archdiocese to have coverage for employees in parishes or other institutions. Workers' Compensation is therefore optional and employees should check with their immediate supervisor or designate as to whether Workers' Compensation is available at their place of work.

### *Procedure:*

- a) Injuries and/or accidents are to be reported immediately by an employee to their immediate supervisor or designate and the required Workers' Compensation forms (where applicable, and coverage exists) are to be completed promptly by the employee and their immediate supervisor or designate.
- b) Injuries and/or accidents, resulting in no work time lost are still required to be reported and the applicable forms submitted to Workers' Compensation (where applicable, and coverage exists) in case at some future date, the initial injury or accident results in becoming a work time-lost injury.

**Note: Injuries and/or accidents, whether there is Workers' Compensation coverage or not, should nevertheless be documented for possible eligibility of benefits under Employee Group Benefits Plans, e.g. Long Term Disability.**

- c) Employees who do not have WCB coverage at their workplace, and for those eligible, may be able to access their accrued sick leave and/or other group plan benefits if they are unable to attend work due to accident or injury on the job.

### *Refer to Policy:*

No. 306 Employee Group Benefits