	<b>INSURANCES</b>	<b>Human Resource Manual</b>
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## WORKERS' COMPENSATION

### PURPOSE

1. Employees who are injured at work, or suffer from an industrial disease may be eligible for benefits under the *Workers' Compensation Act*. Workers' Compensation is employer paid accident insurance, designed to cover lost earnings up to the year's maximum insurable remuneration (YMIR).

### APPLICATION


2. These guidelines and procedures on Workers' Compensation apply to all employees.

### DEFINITIONS

3. **WCB** stands for Workers' Compensation Board.
4. **Years Maximum Insurable Remuneration (YMIR)** is the maximum amount of an employee's earnings covered by compensation. An employer only pays premiums up to that figure and earnings over YMIR are not considered if a worker is injured.

### PROVISIONS


5. Workers' Compensation Benefits can only be approved by the WCB.
6. An employers' report of accident form must be completed by the department and received by WCB within 72 hours of the accident. WCB charges a penalty of \$250 for late filing.
7. Benefits under Workers' Compensation are calculated by the WCB. The benefits are non-taxable. The level of benefit is 90% of earnings up to the YMIR; minus the amount that would have been deducted for employment Insurance (EI), Canada Pension Plan (CPP) and Income Tax.
8. During the period before a WCB claim is approved, employees can have their regular salary continue by assigning their Workers' Compensation benefits to the Government. Payments will be sent to the Compensation and Benefits Division of the Department of Finance for processing.

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9. Injury-on-duty leave with pay up to 30 working days is approved by the employee's supervisor.
10. Injury-on-duty leave with pay may be extended by the Deputy Head of the employing department.
11. The employee fills out a "worker's report of accident".
12. The supervisor fills out the "employer's report of accident". If there is an accident investigation report, attach it to the "employers' report".
13. The department sends the originals to WCB and one copy to the Department of Human Resources to be placed in the employee's file.
14. The department initially enters the employee's time off as sick leave, which is changed later to injury on duty leave with pay, if the claim is approved by WCB.
15. The WCB decides whether or not to accept the claim. If it is accepted they will send an "assignment of workers' compensation" form to the employee. In order to have their regular pay continue for the period from the beginning of sick leave to the approval of the claim by the WCB, the employee should sign the form immediately and send it back to WCB with a copy to the Department of Human Resources.
16. The Department of Human Resources will advise the employing department and the Pay Administrator that the claim has been accepted.
17. If the department receives notification that the claim is approved the leave administrator changes the sick leave to injury on duty leave.

When an Employee is going to be off work more than 30 days

18. After the WCB approves the claim, the leave administrator from the employing department places the employee on injury-on-duty leave without pay. The administrator must advise WCB and the employee of the effective date of change so any further payments from the claim are sent directly to the injured worker.
19. Where exceptional circumstances warrant, the Deputy Head of the employing department may approve extension of injury-on-duty leave with pay.

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20. If the time off is expected to last more than 13 weeks the employee should meet with their Compensation and Benefits Officer regarding their disability insurance benefits.

**AUTHORITIES AND REFERENCES**

21. NEU Collective Agreement  
Article 21.03 Injury-on-Duty Leave
22. NTA Collective Agreement  
Article 15.03, Injury-on-Duty Leave
23. Senior Managers' Handbook  
Injury-on-Duty Leave (With Pay)
24. Excluded Employees' Handbook  
Injury-on-Duty Leave (With Pay)
25. Workers' Compensation Board Act and Regulations

**CONTACTS**

26. For further Information or clarification, please contact:

**Director Employee Relations  
Department of Human Resources  
Iqaluit, Nunavut  
975-6211**

or

**Director Compensation and Benefits  
Department of Finance  
Iqaluit, Nunavut  
975-5881**

or

**Manager Employer Services  
Worker's Compensation Board of Nunavut and the Northwest  
Territories  
Iqaluit, Nunavut  
979-8510**