



Short Term Disability

Owner: Human Resources Department	Approver: VP of Human Resources	Creation Date:
		Revision Date: November 7, 2007

Scope

All Permanent Full-Time and Fixed-Term employees are eligible to take reasonable paid sick leave when they are unable to attend work because of non work-related illness or injury. Employees are eligible for sick leave from the start of their employment. Employees who meet the criteria will continue to receive full base salary and benefits, including any applicable Site and Northern Travel Allowance for a period of up to 30 calendar days. Employees who are unable to return to work after 30 calendar days and continue to meet the criteria for sick leave will receive 85% of base salary and benefits for 31 to 180 calendar days. Sick leave is intended to cover employee's personal illness only. Employees have the option of using any accrued Vacation accrual should they require time away from work to care for a sick child or other family member.

Employees will maintain their extended health, insurance, and pension while receiving full or partial base salary and benefits through Short Term Disability.

The Ekati incentive plan pay-out and any other current and future bonus programs may be impacted when an employee is on Short Term Disability. See program details for further information.

Any sick leave is subject to the following conditions:

1. Sick leave taken by an employee that exceeds three consecutive days will require a note from a physician, community nurse, or nurse practitioner certifying that the employee was unable to work due to illness or injury. A note may be required after one day at the discretion of the supervisor.
2. An employee who is unable to provide timely medical proof of illness or injury will be placed on unpaid leave for the duration of the absence and may be subject to corrective action up to and including termination of employment if the leave is not justified. Unpaid leave will be reversed upon receipt of satisfactory medical documentation.
3. Employees must submit a completed Return to Work form after they have missed 3 or more days due to injury or illness. Employees may be required to submit a completed Return to Work form for absences less than 3 days due to injury or illness at the discretion of the Physician Assistant.
4. At the BHP Billiton Diamonds Inc.'s (BBDI) discretion it may, at anytime, require proof of illness or medical restrictions including a full medical assessment from any employee who is absent due to injury or illness.
5. At the discretion of BBDI, the employee must provide the Physician Assistant with written evidence from a physician, community nurse, or nurse practitioner certifying that the employee suffers from a medical condition that excludes the employee from attending

work, and the period for which the absence is expected; as well as detailing any work restrictions or modifications that may be appropriate.

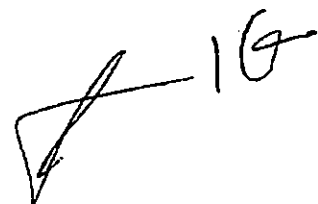
6. Employees will also be required to provide information related to the progress of the medical condition and an estimate of when it can be anticipated that they will return to work and perform modified or resume full duties.
7. An employee receiving WCB compensation is not eligible for STD for the same period.

Accountabilities

1. **Employees are responsible for maintaining regular contact with their supervisor and the Physician Assistant and must provide appropriate medical updates, documentation and anticipated return to work date to the Physician Assistant as required.**
2. When requested, employees are required to provide return to work documentation prior to returning to work.
3. Employees must participate in any appropriate early return to work or modified return to work programs consistent with their medical condition.
4. Supervisors will inform the Time Administrators when an employee is on Short Term Disability (STD).
5. Supervisors are to maintain contact with employees on STD leave to ensure that the company has up to date information on progress and an anticipated return to work date.
6. Supervisors are responsible for working with the Physician Assistant to keep informed of employee status and the possibility for modified work, and ensuring the employee has supplied the appropriate medical information.
7. Supervisors are responsible for ensuring the Time Administrators and Human Resources are kept up to date on the employee STD status.
8. The Physician Assistant is responsible for providing direction and advice to employees and supervisors on medical issues. The Physician assistant will work with supervisors and HR to explore modified work options where appropriate.

Application for Short Term Disability

1. Employees must inform their supervisor and the Physician Assistant as soon as they know they are unable to attend work due to illness or injury, the expected date of return, and forward any relevant information and documentation to the Physician Assistant.
2. The Physician Assistant must receive appropriate medical information from the employee.
3. The Physician Assistant will assess whether there is sufficient medical documentation from the employee and will contact the employee if additional information is required.
4. Employees must submit a completed Return to Work form after they have missed 3 or more days due to injury or illness. Employees may be required to submit a completed Return to Work form for absences less than 3 days due to injury or illness at the discretion of the Physician Assistant.
5. In circumstances where an employee is off work on an approved STD leave and returns for a period of time less than 90 calendar days and then must take additional sick leave, the original date at which they commenced STD leave will be the effective date for the start of STD, provided the absence is due to the original illness or injury.
6. In the event that an employee's medical condition prevents them from returning to work for 180 calendar days or more, the employee should refer to the Long Term Disability benefit which addresses sick leave that exceeds 180 calendar days.

A handwritten signature and the number '16' are located in the bottom right corner of the page. The signature is written in dark ink and appears to be a stylized name.