



What to do if you are a victim of a criminal act?

(Indemnisation des victimes d'actes criminels - IVAC)

You must:

1. Notify the Health and Safety office of the Human Resources Department (Susy-K. Gioia, ext 7224 or Carmie D'Addario, ext 7497) and your immediate supervisor as soon as possible;
2. All medical certificates and other pertinent information must be sent to the Health and Safety office as soon as possible;
3. The Health and Safety office will place you on salary insurance while waiting for IVAC to render their decision. A letter will be sent to that effect, joined with a disability medical report to be completed by your doctor. An authorization form will also have to be signed and returned by mail at the Health and Safety office;
4. Collaborate with the Health and Safety office to ensure a follow-up in regards to the status of your IVAC claim;
5. Collaborate with the Health and Safety office to ensure the absence follow-up and to develop an appropriate reintegration plan;
6. When you receive a decision from IVAC, you must contact the Health and Safety office to share the information. Please provide a copy of the letter from IVAC with their decision;
7. *** **Important: You must reimburse to the School Board all indemnity amounts you receive from IVAC**, in addition, you must forward with your payment to the School Board, a copy of the IVAC payment stubs to the Health and Safety office in order to determine your income replacement benefits established by IVAC. Your pay will be adjusted to reflect the benefits received by IVAC;
8. When your doctor recommends a return to work (progressive or regular), this return must be approved by the Health and Safety office before returning to work.