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Health & Wellness Benefits   
Policy Guide

**For Use in the Health Sector**

**Updated: April 6, 2025**

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**Add Your Company Logo/Name here**

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# How to Use This Document

This guide outlines **best practices, employee entitlements, and employer responsibilities** regarding health and wellness benefits. Employers should:

* **Customize benefits offerings** based on industry standards and workforce needs.
* **Ensure compliance** with labor laws and workplace safety regulations.
* **Clearly communicate benefits eligibility and coverage** to employees.
* **Review policies regularly** to align with updates in health and wellness programs.

# Introduction & Purpose

**[Company Name]** is committed to promoting **employee health, well-being, and work-life balance** by offering comprehensive health and wellness benefits. This guide provides:

* An overview of available benefits including health insurance, wellness programs, and sick leave.
* Guidelines for eligibility, enrollment, and usage of wellness programs.
* Compliance with legal requirements regarding employee benefits.

# Legal Compliance & Regulatory Requirements

Employers must comply with: **Employment Standards Act (ESA)** – Governs paid sick leave and employee entitlements.

* **Canada Labour Code** – Regulates federally regulated workplaces.
* **Workplace Safety & Insurance Board (WSIB)** – Covers work-related health claims.
* **Human Rights Code** – Prevents discrimination in benefits access.
* **Privacy Laws** – Protects employee health information confidentiality.

# Eligibility & Enrollment

* Full-time employees are eligible for health and wellness benefits after [X] months of employment.
* Part-time or contract employees may be eligible for limited benefits.
* Employees must enroll within [X] days of eligibility or during the open enrollment period.
* Dependent coverage options are available for spouses and children.

# Health Insurance & Extended Healthcare Coverage

* Medical, dental, and vision coverage are provided through [Insurance Provider Name].
* Prescription drug coverage is included in healthcare benefits.
* Employees may access specialist care, physiotherapy, and chiropractic services.
* Co-payments and deductibles may apply depending on the plan.

# Mental Health & Employee Assistance Programs (EAP)

* Confidential counseling services are available to employees and their families.
* Coverage includes therapy sessions, stress management programs, and mental health hotlines.
* Workshops and webinars on mental well-being are offered.
* Flexible work accommodations are available for mental health needs.

# Wellness Incentives & Preventative Care

Employees are encouraged to participate in **wellness programs** such as:

* Health screenings and vaccinations.
* Smoking cessation programs.
* Nutrition and weight management support.
* Annual wellness stipends may be provided for gym memberships or fitness programs.

# Sick Leave & Disability Benefits

Employees are entitled to **[X] days of paid sick leave** as per ESA regulations.

* Short-term disability (STD) and long-term disability (LTD) coverage is available for medical leaves.
* Critical illness coverage may be available for employees diagnosed with severe conditions.
* Employees must report absences promptly and provide medical documentation if required.

# Fitness & Lifestyle Benefits

* Employees can access discounted gym memberships and fitness reimbursements.
* Workplace wellness activities such as yoga sessions, walking challenges, and ergonomic support are encouraged.
* Employees may receive work-from-home wellness stipends for ergonomic chairs and standing desks.

# Health & Safety in the Workplace

* Employers must ensure a safe and healthy work environment under Occupational Health and Safety Act (OHSA) regulations.
* Employees must participate in mandatory health and safety training.
* Workstations should be assessed for ergonomic compliance to prevent injuries.
* Employers must have policies on workplace violence and harassment prevention.

# Policy Review & Adjustments

* The company reserves the right to **adjust benefits offerings** based on business needs.
* Employee feedback will be considered when updating wellness programs.
* Any changes will be communicated in advance to employees.

# Final Provisions & Acknowledgment

This policy applies to all **eligible employees** of **[Company Name]**. Employees must acknowledge their understanding and compliance with these guidelines.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Disclaimer:

*This document is a general guide and should not be considered legal or medical advice. While ProSupport HR Partners has made every effort to ensure accuracy and compliance, benefits laws and healthcare regulations vary by jurisdiction and may change over time. Employers are advised to consult a qualified* ***benefits administrator, legal professional, or HR consultant*** *to tailor this document to their specific needs and ensure full compliance with applicable regulations.*

*By using this document, the employer assumes full responsibility for its implementation and any legal consequences. ProSupport HR Partners disclaims any liability arising from its use, modification, or interpretation. This template is intended as a structured framework for health and wellness benefits compliance and best HR practices.*

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