Sick leave instructions for AUPE and MaPS employees
What to do if you are injured or ill

Report it

• Absences as a result of injury or illness — work related or not — must be reported to your supervisor as soon as possible.

• Ensure all sick time for the duration of an absence is coded (SIC) in PeopleSoft.

• Work-related injuries must be reported to the Workers’ Compensation Board and Staff Wellness. For more information, visit: ucalgary.ca/staffwellness/wcb

Connect with your doctor

• Connect with your doctor and seek treatment.

• Request that your doctor complete all applicable documentation. Your doctor may forward the documentation directly to Staff Wellness or provide it to you to submit on your own behalf.

• Medical documentation should be submitted within 10 days of the initial absence, otherwise your pay may be affected — you will be notified if that is the case (extenuating circumstances will be taken into consideration).

• Further medical information may be required throughout your absence.

• Forms and instructions on fee reimbursement are available at: ucalgary.ca/staffwellness/sick-leave-process

Keep connected

• Notify Staff Wellness if you plan on travelling while on sick leave.

• If you are unable to take pre-approved vacation due to illness or injury, it’s up to you to cancel and reschedule.

• It’s your responsibility to check your sick leave balance my.ucalgary.ca

• Contact your Ability Advisor with any questions at: ucalgary.ca/staffwellness/contact-us

Sick leave at a glance

Manager advised
Staff member follows departmental sick call-in procedure

Workplace illness/injury?
If yes, notify Staff Wellness
If not, absence >5 days, Manager contacts Staff Wellness

Staff Wellness advised
Staff Wellness to provide medical forms to staff member

Staff Wellness manages case
Request and assess medical information, as required

Return to work
If not, Long Term Disability application initiated
Sick leave roles and responsibilities

**AUPE/MaPS staff member**

- Participate fully in the sick leave process, and seek active care and treatment.
- Provide the necessary medical documentation to their Ability Management Advisor (AMA) in Staff Wellness within 10 working days of the sick leave commencement.
- Comply with all requests for medical updates.
- Maintain ongoing communication with their AMA as agreed upon.
- Actively participate in return-to-work plan and include union representation at employee’s discretion.
- Inform their AMA of changes to medical conditions or treatment plans.
- Ensure all sick time for the duration of an absence is coded (SIC) in PeopleSoft.

**Staff Wellness**

- Contact the staff member directly to provide support and inform them of their obligation to provide sufficient medical documentation within 10 business days of their initial absence.
- Obtain and assess supporting medical documentation and provide updates their manager.
- Maintain confidentiality of all medical information.
- Assist in the development of return-to-work plans.
- Support efforts to identify early and safe return-to-work options in collaboration with the employee’s manager.
- Seek medical clearance, when appropriate.
- Arrange for workplace modifications (e.g. referral to OT) when appropriate.
- When necessary, arrange for independent medical examinations or functional capacity evaluations.

**The reports-to manager**

- Inform the AMA of any absence that will exceed five consecutive work days due to illness/injury.
- When requested and in consultation with Staff Wellness, make reasonable offers of accommodation and participate in return-to-work meetings.
- Ensure appropriate, respectful and supportive contact with staff members during their absence.

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