

Sick leave instructions for AUPE and MaPS employees

What to do if you are injured or ill



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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**.

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.**

Sick leave at a glance



Sick leave roles and responsibilities



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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 to 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.