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/hr/wellness/injury-and-illness/sick-leave-processes

**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