



# Sick leave instructions for managers

What to do if a staff member is injured or ill

## The first five days

- Contact Staff Wellness within 24 hours of an injury/illness that is — or is alleged to be — work related. An **Online Accident Reporting System (OARS)** report will also be required ([ucalgary.ca/safety/oars](http://ucalgary.ca/safety/oars)) but the WCB report should not be delayed while working on the OARS report.
- Absences of five days or less are administered within your faculty or department. If a doctor's note is received, direct it to **Staff Wellness** to ensure confidentiality and proper retention.
- Reimbursement will be the responsibility of your department, if you request a doctor's note.
- If a staff member is absent for more than five consecutive work days, contact **Staff Wellness**.

## Ongoing communication with Staff Wellness

- If **Staff Wellness** receives notice directly from a staff member regarding an absence, the **Ability Management Advisor (AMA)** will communicate the estimated duration of absence (if known) and the due date for required medical documentation within one business day.
- Your staff member will be asked to submit supporting medical information directly to **Staff Wellness**. If supporting medical information is not received by the requested due date, you and the staff member will be notified and pay could be affected.
- Within two business days of receiving medical information, **Staff Wellness** will provide the manager with an update that may include expected duration of absence, relevant restrictions, confirmation of treatment, and date of reassessment.
- The **AMA** will provide as much notice as possible when a staff member is returning to work. If a staff member has been absent for an extended period (two months or more), the **AMA** will provide at least one week's notice and assist with return-to-work planning.

## Things to remember

- If contact with your staff member is required during the absence for operational reasons, it should be appropriate, respectful and supportive. Contact HR to manage operational requirements as needed.
- It is your responsibility to ensure sick time is coded (SIC) in **PeopleSoft** for the duration of an employee absence. Failure to do so may impact pay and could result in an overpayment.
- If the staff member is a reports-to manager and/or a budget owner, be sure to complete the delegation of these responsibilities. Contact the **Integrated Service Centre** to help with this delegation.
- You are required to participate in return-to-work and accommodation efforts, including finding modified work (if needed) and participating in return-to-work meetings as appropriate. Contact your HR partner for support. HR will become involved on complex or permanent accommodation cases.
- Contact your Ability Advisor with any questions at: [ucalgary.ca/staffwellness/contact-us](http://ucalgary.ca/staffwellness/contact-us)

## Sick leave at a glance

