

# Sick Leave Instructions for AUPE and MaPS Managers

What to do if a staff member is injured or ill

## Absences <5 Business 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. The WCB report should not be delayed while working on the OARS report.
- Non work-related absences of five business days or less are administered within your faculty or department. If a physician's note is received, direct it to Staff Wellness for proper retention and to maintain confidentiality of medical record.
- Reimbursement will be the responsibility of your department, if you request a physician's note.
- If a staff member is absent for more than five consecutive work days, contact Staff Wellness.

## Absences >5 Business Days

- If Staff Wellness receives notification from a staff member regarding a medical absence, the Ability Management Advisor (AMA) will initiate a claim via online notification portal to TELUS Health. AMA will communicate the estimated duration of absence (if known).
- On receipt of a new absence claim, TELUS Health Case Manager (CM) will contact staff member within two business days.
- Within three business days of receiving medical information, TELUS Health CM will provide AMA with an update that may include expected duration of absence, relevant restrictions, confirmation of treatment, and date of reassessment. AMA will relay updates to staff member's manager.
- If supporting medical information is not received by the requested due date, the staff member and manager will be notified and pay could be impacted.
- As much advance notice as possible will be provided for a staff member returning to work. The AMA will provide assistance in return to work planning as appropriate.

## Things to remember

- If contact with your staff member during medical absence is necessary for operational reasons, communication should be appropriate, respectful and supportive. Contact HR Services to manage operational requirements as needed.
- It is your responsibility to ensure sick time has been coded (SIC-Sick Leave) in PeopleSoft for the duration of a staff member's absence. Failure to do so may impact pay and result in an overpayment.
- If the staff member is a reports-to manager and/or budget owner, ensure that the delegation of such responsibilities are completed. **UService** may be contacted to assist.
- You are expected to participate in return to work and accommodation efforts, including assigning modified work (if required) and participating in return-to-work meetings as appropriate.
- **Contact your AMA with any questions.**

## Sick leave at a glance

