

Sick Leave Instructions for Leaders of Faculty Members

What to do if a Faculty member is injured or ill

Absences <5 Business Days

- Contact Staff Wellness within 24 hours of an illness/injury 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.

Absences >5 Business Days

- If Staff Wellness receives notification from a Faculty 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 new absence claim, TELUS Health Case Manager (CM) will contact Faculty Member within two business days.
- Medical documentation will be requested by TELUS Health four weeks from the first day of absence.
- 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 Faculty Member's leader.
- If supporting medical information is not received by the requested due date, the Faculty Member and their leader will be notified; pay could be impacted.
- As much advance notice as possible will be provided for a Faculty Member returning to work. For Faculty Members absent from work for an extended period (two months or more), the AMA will provide assistance in return to work planning.

Things to remember

- If contact with your Faculty Member during medical absence is necessary for operational reasons, communication should be appropriate, respectful and supportive.
- 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

