

Sick leave roles and responsibilities



UNIVERSITY OF
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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.
- Contact their **HR/Union Representative** if there are workplace concerns contributing to your sick leave.

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 **Human Resources** and **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.
- Contact your **Human Resources Partner/Advisor** regarding any work-related/performance concerns.

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 and **Human Resources**.
- 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 and **Human Resources**.
- 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.

Human Resources

- Provide support and advice to employees and managers regarding the sick leave process and benefit provisions.
- Following receipt of information — from **Staff Wellness** — related to duration of absence, estimated return to work date, identification of restrictions or limitation and estimated duration of return to work plan, Human Resources will work with the reports-to manager, Staff Wellness and the staff member to implement a successful return to work plan.
- Assist managers in exploring options to address workload coverage during employee absences.
- Support **Staff Wellness** and managers when insufficient or incomplete medical information has been provided.
- Support managers as they carry out the steps for individual return to work plans.
- Support employees as they fulfil their return-to-work plan requirements.
- Support managers as they determine and implement reasonable workplace accommodations.
- Work closely with employees and managers on any work-related or performance concerns.

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