

## PROCEDURES FOR POLICY 8.13 – Sick Leave, Disability Income Protection and Health Care Appointments

### 1. Reporting Illness or Injury

When a critical injury occurs at the workplace, the steps as outlined for reporting critical injuries at the workplace, <http://www.uwo.ca/hr/safety/topics/accident.html> must be followed with immediate notification to Occupational Health and Safety.

When an accident/incident occurs in the workplace, the staff member must notify his/her supervisor immediately. The supervisor must complete an Accident/Incident Reporting Form & Investigation Report at [http://www.uwo.ca/hr/form\\_doc/health\\_safety/form/aiir.pdf](http://www.uwo.ca/hr/form_doc/health_safety/form/aiir.pdf) and forward it to Rehabilitation Services *within 24 hours of the accident/incident*.

When an absence because of a non-workplace illness or injury occurs, the staff member must notify his/her supervisor as soon as possible as to the expected duration of the absence.

Discussion regarding any lost time from work relating to a workplace accident or injury must occur as soon as possible and include the employee, supervisor and Rehabilitation Services. Whenever possible, accommodation, either full or part, to return to work will be provided by the supervisor.

### 2. Short Term Sick Leave Continuance Plan Procedures

If a staff member is anticipating an absence from the workplace due to illness or injury, he/she should advise the supervisor of the expected duration of the absence and contact Rehabilitation Services for support in preparing for the absence.

If a staff member is absent from the workplace due to illness or injury for more than five working days, the staff member should provide the supervisor with regular updates as to the expected duration of the absence.

After the staff member has been absent from the workplace due to illness or injury for more than five working days, the supervisor should notify Rehabilitation Services of the absence and request the staff member contact Rehabilitation Services directly. The intent of the contact is for Rehabilitation Services to work with the staff member to provide supports and assessment for a rehabilitation support program.

Prior to returning to work following an injury or illness-related absence of more than 15 working days, a staff member needs to provide Rehabilitation Services a written statement from the treating Health Care Professional (as recognized by OHIP or its equivalent and the Group Extended Health Plan) indicating the staff member has been under his/her care, and that in the opinion of that Health Care Professional the employee is able to return to work on a full-time basis without restrictions or the employee is able to return to work with the nature and duration of any work restrictions described.

### 3. Long Term Disability Plan Procedures

Staff members who are eligible to apply for long term disability benefits will be provided the documentation required for application by Human Resources.

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### **4. Return to Work**

Prior to returning to work after a lengthy absence, either during the short or long term disability period due to illness or functional impairment or injury, Rehabilitation Services will notify appropriate stakeholders (supervisor, Human Resources, employee group, benefit provider, etc.) regarding the return to work with information regarding the need for and details of the transitional accommodation plan.

### **5. Workplace Safety and Insurance Board or Third Party Payments**

SAGE members who become entitled to benefits under the Workplace Safety and Insurance Board (WSIB) following a workplace injury will be paid by Western in accordance with Sections 1 and 2 in [Policy 8.13 - Sick Leave, Disability Income Protection and Health Care Appointments](#). Western will be reimbursed by the amount of the WSIB benefits payable; any additional WSIB benefits in excess of the benefits outlined in Sections 1 and 2 in [Policy 8.13 - Sick Leave, Disability Income Protection and Health Care Appointments](#) will be paid to the staff member. Following completion of the Short Term Sick Leave Salary Continuance Plan, WSIB benefits will be paid directly to the employee from WSIB.

### **6. Medical Documentation**

Western reserves the right to require medical certification of the illness or injury from the treating Health Care Professional (as recognized by OHIP or its equivalent and the Group Extended Health Plan) and/or a medical examination by a Health Care Professional chosen by the university, after discussion with the staff member, whenever the university considers such action necessary. In situations where Western considers such action is necessary, any costs associated with documentation of medical examinations required by Western, and not otherwise covered by Government or employer health plans, shall be paid by the university.