Weekly Indemnity (WI) benefits (or short term disability benefits) may be paid by Pacific Blue Cross (PBC) when a continuing employee is disabled and prevented from working as a result of an accident or illness for which WorkSafeBC compensation benefits are not payable (non-occupational illness or accident). Upon submission of a completed claim, PBC will review each claim on the basis of its merits and determine whether WI is payable on a case by case basis.

WI benefits begin on the first day in case of non-occupational accident, or the third day in case of non-occupational illness. For more detailed information on WI please refer to the SFU/Poly Party Collective Agreement Article 19.1—Sick Leave for Non-Industrial Illness or Accident; and Article 26.1(3) - Weekly Indemnity.

How to apply for WI

1. Obtain the following documents from your Supervisor, Plan Administrator or the Human Resources’ website (http://www.sfu.ca/human-resources/forms-resources/medical-absence.html):
   - Short Term Disability Claim Form—Employee
   - Short Term Disability Attending Physician’s Statement
2. Complete the Employee’s Statement and submit it to PBC directly.
3. Have your attending physician complete and sign the Short Term Disability Attending Physician’s Statement. Submit the completed form to PBC immediately.

Notes:

- PBC must receive satisfactory proof of claim within 30 days following the end of the Elimination (waiting) period. In cases of non-occupational illness, the waiting period is 2 days. There is no waiting period in cases of non-occupational accidents.
- Your claim will not be adjudicated without your physician’s signature.
- PBC may request supplementary reports to update the medical information on file. Any cost for completion of medical reports will be your responsibility.
- Incomplete claim forms may cause a delay in the payment of your benefits or a denial of your claim.

How do you get paid while on WI

While on WI, your sick leave salary will be paid directly to you from PBC. That means that you will not receive a pay-cheque from SFU while on WI. Therefore, any payroll deductible moneys such as Union Dues, Employee Payable Benefits, Parking, Home Owners Insurance and/or Optional Life Insurance, RRSPs, etc. must be paid by you directly to the University.

Benefit Premiums payment while on WI

While on WI you are responsible for paying your portion of benefit premiums that would normally be deducted from your pay from SFU. As of January 1, 2016, your monthly benefit costs are as follows:

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Single</th>
<th>Two</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dental + MSP Monthly Cost</td>
<td>$44.73</td>
<td>$83.46</td>
<td>$121.53</td>
</tr>
</tbody>
</table>

Note: Extended Health Benefits Premiums, Basic Life Insurance, Long Term Disability, Weekly Indemnity Plan Premiums, and Pension Plan contributions are paid 100% by the employer and SFU will continue to pay these benefits while you are on WI.

*Premiums are subject to changes on a yearly basis

What happens with my pay-cheque when I return from WI

Most SFU employees are paid through the Exception Time Sheets. “Exception” time sheets means that the University will pay your normal bi-weekly salary unless there are changes made to your time sheets to reflect sick leave, WI, WCB, etc.

There is a two week delay for changes to be reflected in your pay-cheque, therefore, the last pay-cheque you receive prior to going off on a WI claim may not reflect the initial days of your WI claim, resulting in you being paid by both SFU and PBC for this initial period of your WI leave. If this is the case, this overpayment will be deducted from your first pay-cheque when you return to work from WI.

Also, if you didn’t pay your portion of your Benefit Premiums, Union Dues or if you didn’t cancel your parking de-
ductions from payroll while on WI, these charges will automatically be deducted by the system from your first pay-cheque upon returning from WI.

If your WI claim goes beyond two months, the Coordinator, Pensions & Benefits will contact you to arrange monthly payment of your benefit costs. Should you wish to pay for your ongoing benefit costs prior to this point, please contact the Coordinator, Pensions & Benefits to make the appropriate arrangements.

**Vacation and Pension accrual while on WI**

While on WI, you will continue to accrue Pension. However, if your unpaid leave (including WI) exceeds two (2) months in any year, your vacation entitlement for that year will be pro-rated accordingly as per Article 12.1. Please note that the vacation entitlement information available to you online does not automatically reflect this adjustment. If you have questions regarding your vacation entitlement upon your return from WI, please contact your supervisor directly.

**Where can I go if I need more support?**

- WI Claims and Return to Work
  Harro Lauprecht, Manager, RTW/DM
  Phone: 778.782.6698
  Confidential Fax: 778.782.6873

- Benefits and Pension Questions
  Allyson Dallas, Coordinator, Pensions & Benefits
  Phone: 778.782.3451

- Vacation Entitlement Questions
  Jenn Harrington, Human Resources Advisor
  Phone: 778.782.4961

**Some other helpful online resources:**

SFU Human Resources
http://www.sfu.ca/human-resources/poly-party.html

Pacific Blue Cross
www.pac.bluecross.ca