Most employees, at some time, will encounter an illness or injury that affects their working lives. The following information sets out the process for dealing with illness or injury experienced by SFUFA members. Sick Leave and Long Term Disability (LTD) are dealt within the SFUFA Collective Agreement Article 44.

**Sick Leave Entitlement and Procedures**
- Long term and limited term SFUFA members are entitled to receive paid sick leave as set out in Articles 44.1 and 44.2 of the SFUFA Collective Agreement.
- In any two-year period, a Member is eligible for a maximum of 26 weeks of sick leave for the same illness or injury (Article 44.7).
- A Member who is unable to work because of illness or injury must advise their Department Chair or Supervisor as soon as possible (Article 44.8).

**Satisfactory Medical Documentation**
- Any cumulative absence in excess of two weeks due to an illness or injury may require to be supported with satisfactory medical documentation. For this purpose SFUFA members must utilize SFU’s Attending Physician’s Statement Form. The form is available at [http://www.sfu.ca/human-resources/forms-resources/medical-absence.html](http://www.sfu.ca/human-resources/forms-resources/medical-absence.html) (Article 44.6).
- To ensure that medical documentation is considered satisfactory by the University, a minimum a physician needs to provide the following information:
  - Is the Member able to perform full or modified duties and/or hours?
  - What are their current functional limitations and/or restrictions?
  - Is the Member compliant with treatment/therapy?
  - What is the nature of their injury/illness?
- If the medical information is not satisfactory to support an absence due to sick leave or injury, the Return to Work/Disability Management (RTW/DM) Office may write to the Member’s attending physician to clarify the medical information. Such request for medical information clarification must be delivered by the Member to their physician.

**Tip:**
- If the medical note only states “Off for medical reasons,” it will not be considered satisfactory to the University in most cases.

- Failure to provide satisfactory medical documentation to substantiate a sick leave may result in the suspension of sick leave benefits.

**Confidentiality**
- All medical documentation should be submitted to the RTW/DM Office at Human Resources through the following options:
  - Confidential fax: 778-782-6873
  - E-mail: hlauprec@sfu.ca
  - In person: Strand Hall, Room 2170
  - Or mail: 8888 University Drive, Burnaby, BC, V5A 1S6
- The Member should advise their Chair or Supervisor that they have sent their medical documentation directly to the RTW/DM Office.
- The University is entitled to receive, but not limited to, the following information from the Member’s physician:
  1. What was the first day of absence due to the current illness or injury?
  2. Has treatment or therapy been prescribed?
  3. Is the Member adherent to treatment and/or therapy?
  4. Is the Member able to perform full or modified duties and/or hours?
  5. What are the current functional limitations and restrictions?
  6. What is the nature of the illness or injury?
  7. What is the prognosis for return to work to part time or full time duties and/or hours?
- The University is not entitled to a diagnosis nor any other information by which a diagnosis may be inferred.

**Medical follow-up**
- In order to maintain paid sick leave, all Members are expected to update their Chair or Director once a month concerning their condition (Article 44.9). In some cases, the member may be required to provide a monthly medical statement in the form of an Attending Physician’s Statement. The form is available at [http://www.sfu.ca/human-resources/forms-resources/medical-absence.html](http://www.sfu.ca/human-resources/forms-resources/medical-absence.html)
- All Members are responsible for the cost of obtaining the medical documentation to maintain paid sick leave.

**Returning to Work**
- In some instances, before a Member may return to work, they may be required to provide medical information clearing them to return to work. The medical
should clearly outline any limitations or restrictions of their job duties and/or hours and the length of time they will require to return to full time and duties. For more information on the Return to Work Program please refer to the Return to Work Information Sheet. The document is available at http://www.sfu.ca/human-resources/forms-resources/medical-absence.html

Partial Sick Leave
- SFUFA members are entitled to partial sick leave to work 50% of their normal work load if supported by satisfactory medical (Article 44.13).
- An application for sick leave which results from an inability to work at least 50% of a normal workload cannot last for more than 52 continuous weeks, or two years if the application of partial sick leave is episodic as long as it does not exceed the total amount of sick leave pay which is available to the Member.
- To receive partial sick leave, the Member must enter into a written agreement with their Chair/ Director, approved by the Dean, which sets out the appropriate workload duties they will perform during the period of partial sick leave.

Long Term Disability
- Once the 26 weeks of sick leave have been exhausted, eligible SFUFA Members may apply for LTD (Article 44.7). An LTD package will be mailed to the Member typically after 16 continuous weeks into their paid sick leave period.
- The LTD Plan provides income replacement at the level of 70% of salary at the time the Member completed the six-month-qualifying period.
- If the claim is accepted the Member will be notified directly by Manulife Financial.
- During the period of LTD, the University pays the Member’s contributions for all benefits except optional benefits such as parking, optional life insurance, etc.
- LTD benefits are taxable and deductions will be taken directly by Manulife Financial from the Member’s LTD monthly benefit payments.
- If the return to work from LTD plateaus and the Member is medically unable to return to pre-disability duties and work hours, then they must apply for a work accommodation as set out in SFU’s GP40—Disability Accommodation in the Workplace.
- If the Member is ineligible for coverage under the LTD Plan and they are unable to return to work, they can elect to take an unpaid leave of absence for up to 24 months as long as they continue to pay 100% of the cost of their non optional benefits and they continue to provide medical documentation substantiating their unpaid-sick leave on a monthly basis.

Sick Leave Procedures Summary
1. Report all sick leaves to the Chair or Supervisor.
2. The Chair or Supervisor must fill out the Sick Leave Reporting Form for SFUFA Members available at: http://www.sfu.ca/human-resources/forms-resources/medical-absence.html
3. If a SFUFA Member is on sick leave for more than 2 weeks, they may be required to submit an Attending Physician’s Statement Form to the RTW/DM Office upon request.
4. In case of partially sick leave, the Supervisor or Chair must determine appropriate work duties for the Member with the Dean’s approval.
5. If the Member is on sick leave for more than one month they may be required to provide a medical statement on a monthly basis in the form of an Attending Physician’s Statement.
6. If the Member is on sick leave for more than 4 months and the prognosis to return to work is poor, the RTW/DM Office will send a Long Term Disability application to the Member.
7. When a Member is ready to return to work they may be required to provide a medical note clearing them back to work.
8. When appropriate, a Member returning to work on a gradual basis may be requested to participate in the Return to Work Program.

If you have any questions and concerns regarding your sick leave entitlement please contact:

Harro Lauprecht, Manager, RTW/DM
E-mail: harro.lauprecht@sfu.ca
Phone: 778-782-6698
Confidential Fax: 778-782-6873

Dennis Leung, Coordinator, RTW/DM
E-mail: dennis.leung@sfu.ca
Phone: 778-782-9498
Confidential Fax: 778-782-6873

Some other helpful resources:

SFU Faculty Relations
https://www.sfu.ca/faculty-relations.html
Phone: 778.782.9715
Fax: 778-782-9717

Employee and Family Assistance Program (EFAP)
Contact Homewood Human Solutions
Phone: 1-800-663-1142