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 a non-occupational accident or illness. 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 do I apply for WI?

1. Inform your supervisor that you will be applying for WI so he/she will submit the Employer’s Statement to PBC.
2. Obtain the following documents from your Supervisor 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
3. Complete the Employee’s Statement and submit it to PBC directly.
4. 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 the Employee Statement and Attending Physician’s Statement 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 on the Attending Physician’s Statement.
- 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.

What happens when I am on WI?

- You are paid directly by PBC at 70% of your basic weekly wage rate rounded to the nearest five (5) dollars.
- You are responsible to pay the University for all payroll deductions items not deducted while you receive payments from PBC
  - Mandatory deductions are: union dues, and employee portions of MSP and dental
  - Optional deductions are: optional life insurance, group RRSP, and group home insurance
  - Extended Health Benefits Premiums, Basic Life Insurance, Long Term Disability, Weekly Indemnity Plan Premiums, and Pension Plan contributions are paid 100% by SFU. Payments by SFU will continue for these benefits while you are on WI.

What happens to 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, these changes will be applied to your first pay-cheque when you return to work from WI; and you will receive less than your normal bi-weekly salary for this pay period.

Also, if you didn’t pay your portion of your Benefit Premiums, Union Dues or if you didn’t cancel your parking deductions 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.

Do I continue to accrue pension while on WI?
Do I continue to accrue vacation while on WI?

- Yes, but if your unpaid leave exceeds two (2) months in any year, your vacation entitlement for that year will be pro-rated accordingly as per Article 12.1. Vacation entitlement information available to you on myINFO does not automatically reflect this adjustment. If you have questions regarding your vacation entitlement upon your return from WI, please contact your supervisor.

Where can I go if I need more support?

- WI Claims and Return to Work
  Dennis Leung, Coordinator, RTW/DM
  Phone: 778-782-9498
  Confidential Fax: 778-782-6873

- Benefits and Pension Questions
  Allyson Dallas, Coordinator, Pensions & Benefits
  Phone: 778-782-3451

- Vacation Entitlements Questions
  Jennifer Tow, Human Resources Assistant (last name A - K)
  Phone: 778.782.4157

  Wilfred Lok, Human Resources Assistant (last name L - Z)
  Phone: 778.782.3807

Some other helpful online resources:

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

Pacific Blue Cross
www.pac.bluecross.ca
604-419-2000

Employee and Family Assistance Program
www.sfu.ca/human-resources/apsa/benefits/efap.html
1-800-663-1142