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, at 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 Wellness & Recovery (W&R) 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.
- The Member should advise their Chair or Supervisor that they have sent their medical documentation directly to the W&R 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.

**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 W&R Office at Human Resources through the following options:
  - Confidential fax: 778-782-6873
  - E-mail: rtw_dm@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 W&R 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 more than 50% of a normal work-
load 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 en-
ter into a written agreement with their Chair/
Director, approved by the Dean, which sets out the
appropriate workload duties they will perform dur-
ing the period of partial sick leave.

Long Term Disability
- Once the 26 weeks of sick leave have been ex-
husted, 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 com-
pleted 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 op-
tional benefits such as parking, optional life insur-
ance, etc.
- LTD benefits are taxable and deductions will be
taken directly by Manulife Financial from the Mem-
ber’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 At-

tending Physician’s Statement Form to the Well-
ness & Recovery Office upon request.
4. In cases of partial 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 At-
tending 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 W&R Office will send a Long Term Disability
application to those Members who qualify.
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:

Jackie Davie, W&R Consultant
♦ E-mail: rtw_dm@sfu.ca
♦ Phone: 778-782-6698
♦ Confidential Fax: 778-782-6873

Juliet McEwen, W&R Consultant
♦ E-mail: rtw_dm@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