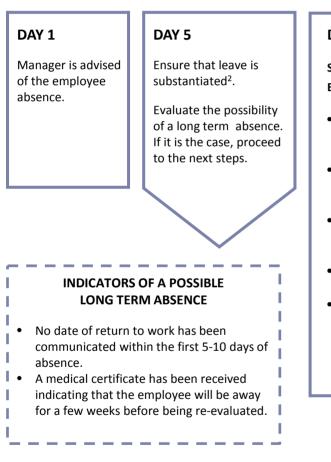


# **ROAD MAP: LONG TERM SICK LEAVE**

Non-occupational absences | For more details, see the Disability Management page on iService

# Paid Sick Leave<sup>1</sup>



### DAY 10

## SET THE STAGE FOR THE ENTIRE ABSENCE

- Establish a communication protocol with employee.
- Discuss leave substantiation protocols with employee.
- Provide employee with the <u>Sick Leave</u> Information Package.
- Discuss income maintenance.
- Refer employee to the Employee Assistance Program (EAP).

# Sick Leave without Pay (SLWOP)

#### **12 MONTHS OF SLWOP**

#### PROCEED WITH AN OFFICIAL REMINDER TO THE EMPLOYEE

- Remind employee of SLWOP protocols, especially those related to its resolution.
- Remind employee of the RTW process.
- Refer employee to the EAP.
- Provide employee with the <u>SLWOP Information Reminder</u> <u>Package</u>.

### **18 MONTHS OF SLWOP**

#### START THE RESOLUTION PROCESSS

- Present available options to the employee<sup>3</sup> regarding the resolution of the SLWOP situation.
- Provide employee with the SLWOP Resolution Package.
- Request that the employee makes a decision.
- Implement the decision.

# **RESOLUTION**

## **RETURN TO WORK (RTW)**

- Obtain the <u>physician's</u> <u>confirmation</u> of the employee's fitness to work and limitations.
- Agree on <u>RTW Plan</u>.
- Perform the <u>necessary</u> <u>preparations</u> including the implementation of accommodation.
- Reintegrate the employee in his workplace.
- Follow-up.

# INABILITY TO RETURN TO WORK

- Obtain the <u>physician's</u> <u>confirmation</u> that the employee is permenantly unable to work.
- Present available options to the employee<sup>3</sup>.
- Provide the employee with the <u>inability to RTW</u> information package.
- Request that the employee makes a decision.
- Implement the decision.

The manager must <u>document the sick leave</u> from onset to its resolution.

<sup>1</sup> The duration of the Paid Sick Leave depends on the number of Sick Leave credits that have been accumulated by the employee. In some cases, the employee will be in SLWOP on the first day. <sup>2</sup> It is recommended that Sick Leave be substantiated after 5 consecutives days of absence (code 602) as indicated in the <u>Guide for Managers: Proactive Management of Paid Sick Leave</u>. <sup>3</sup> As per the Treasury Board of Canada Secretariat <u>Directive on Leave and Special Working Arrangements</u>, Appendix B, Section 2.