To: Sheila Miller, Staff Wellness Centre & Human Resources Consultants

RE: Sick Leave for Academic Staff

Further to various discussions between Human Resources, the Faculty Association and the Staff Wellness Centre, this note is to outline a general process for the handling of sick leave for academic staff.

Specifically, with regard to obtaining medical information, the Occupational Health Consultants will not be immediately requesting medical documentation. However, after a period of approximately four (4) weeks, there will be follow-up with the academic staff member and a completed Fitness for Work Assessment Form will be requested to support the sick leave. The academic staff member will be contacted via letter. Please note this is a general timeframe only and each case should be considered on the unique circumstances and acted upon as appropriate.

The Occupational Health Consultant will contact the Human Resources Consultant prior to sending any requests for information to the staff member or the physician. If the case is not known to them already, the HR Consultant will discuss and seek input on the matter with the Faculty Association (Sheila Miller). The Occupational Health Consultant and the HR Consultant will then decide on the course of action.

Alternatively, the academic staff member may contact the Staff Wellness Centre directly. In such cases, the Occupational Health Consultants will follow their “normal” procedure in assisting the staff member and involve Human Resources, and potentially the Faculty Association, as they deem appropriate.

In all Cases where an accommodation is requested, medical documentation is required to support the accommodation (potentially including and Independent Medical Evaluation) and this timeline does not apply as such information is required as early in the process as possible.