

Sick leave roles and responsibilities



UNIVERSITY OF
CALGARY

AUPE/MaPS staff member

- Participate fully in the sick leave process, and seek active care and treatment.
- Provide the necessary medical documentation to their **Ability Management Advisor (AMA)** in **StaffWellness** within 10 working days of the sick leave commencement.
- Comply with all requests for medical updates.
- Maintain ongoing communication with their **AMA** as agreed upon.
- Actively participate in return to work plan and include union representation at employee's discretion.
- Inform their **AMA** of changes to medical conditions or treatment plans.
- Ensure all sick time for the duration of an absence is coded (SIC) in PeopleSoft.

Staff Wellness

- Contact the staff member directly to provide support and to inform them of their obligation to provide sufficient medical documentation within 10 business days of their initial absence.
- Obtain and assess supporting medical documentation and provide updates their manager.
- Maintain confidentiality of all medical information.
- Assist in the development of return-to-work plans.
- Support efforts to identify early and safe return-to-work options in collaboration with the employee's manager.
- Seek medical clearance, when appropriate.
- Arrange for workplace modifications (e.g. referral to OT) when appropriate.
- When necessary, arrange for independent medical examinations or functional capacity evaluations.

The reports-to manager

- Inform the **AMA** of any absence that will exceed five consecutive work days due to illness/injury.
- When requested and in consultation with **StaffWellness**, make reasonable offers of accommodation and participate in return-to-work meetings.
- Ensure appropriate, respectful and supportive contact with staff members during their absence.