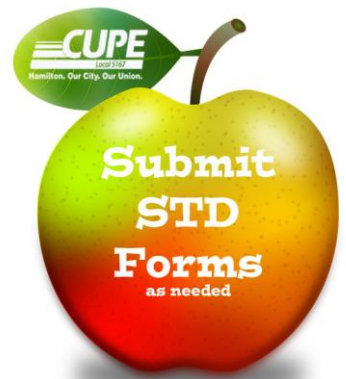


# City Unit and Lodge Unit STD Coverage Information



This communication is to assist you with interpreting language about short-term disability coverage in your collective agreement.

## **Absence Due to Illness or Non-Occupational Injury (Including Less Than 6 Working Days)**

When you are sick you must report, on the first day, your absence to your Department Head or Supervisor.

## **Absence of 6 Working Days or Longer**

- When your sick absence extends to the sixth working day (including partial days) then on or before the sixth working day you need to have a claim form completed by your doctor to support your absence.
- Completed claim forms are submitted to Return to Work (RTW) Services by mail, fax, or in person (addresses can be found below).
- It is your responsibility to pay the cost of completing the claim form.
- It is the expectation of the City that when an absence requires a claim form that it is important that you see your treating practitioner during the period of illness in order to be entitled to sick pay.
- The initial claim form must be received by RTW Services within 14 calendar days (2 weeks) from the initial date the claim form was required (the 6th working day of absence).

**The requirement to submit the claim form within 14 calendar days is mandatory**, however, completed claim forms will be accepted between the 14th and 21st calendar day (2-3 weeks) after the 6th working day of absence if the **following conditions are met**:

- The employee (or a family member or caregiver if, and only if, the employee is incapacitated) contacts an Absence Management Coordinator (contact information can be found below) prior to the 14th calendar day and advises that he or she will not be able to meet the mandatory timeframe; and
- The employee has justifiable reason for not meeting the mandatory timeframe; and
- The doctor completing the claim form saw the employee within the first 6 working days of absence.

## **Absence Management Coordinators**

- Kim Dahms: (905) 546-2424 ext. 4336 - Responsible for Public Works, City Managers Office (except Housing), Hamilton Emergency Services and Corporate Services.
- Sue Paweska: (905) 546-2424 ext. 2376 - Responsible for Community Services (except Hamilton Emergency Services), Housing, Planning and Economic Development and Public Health Services.

## **General Points of Clarification**

- No claim form will be accepted for payment purposes after the 21st calendar day from the initial date the claim form was required (6th working day of absence) and you will not be entitled to short term disability benefits for the entire absence
- In some situations, your Department Head or Supervisor may require a claim form from the first day of absence. In these situations you will be required to submit a claim form to Return to Work Services from your first day of absence and you must also meet entitlement eligibility to receive sick pay.

## **Where to Submit Claim Forms**

- By Mail: Return to Work Services, 71 Main St W, Hamilton, ON, L8P 4Y5
- In Person: Return to Work Services, Standard Life Building, 120 King St W – 9th Floor,
- By Fax: 905-546-4174

**If you have any questions about your circumstances, or require further clarification, please speak with 2<sup>nd</sup> Vice President Gord Farrow: [farrow@cupe5167.org](mailto:farrow@cupe5167.org) or 905-546-2424 x227**