

Lodge Unit Income Protection Plan (IPP)

This program is outlined in your Collective Agreement Appendix C and covers Full Time members who have completed their probationary period.

There is Short Term Disability and Long-Term Disability. This will tell you how and if you are paid when you are sick.



What do I do if I am not feeling well?

Call your direct supervisor and tell them you are ill and not able to come to work.

What happens next?

If your illness will extend to the 4th day, **on or before the 4th day** you **must** submit a **DOCTOR'S NOTE** advising you are absent due to illness. **The DR will need to note the date you are able to return to work.**

In the event the illness is going to keep you from attending work longer than 7 days, **you must submit a STD form on or before the 8th day**, and then the 15th day, and then every 15 days there after, unless a return-to-work date or reassessment date has been noted. Return to Work Services (RTSW) will contact you and may require additional documentation from your DR.



You submit the DR note and/or STD form to Return to Work Services at rtws@hamilton.ca

cc the 2nd VP if you choose jenkins@cupe5167.org

Ann can assist you with RTWS/STD/LTD/WSIB

Please note if you know you will be off to the 8th day you do not have to submit the DR note, only the STD form.

The employer, with reason, can request a DR note on the first day of absence. Submit the note and contact your union.

In the event an employee is off work due to illness for 10 or more working days they **must** provide a medical note stating they are fit to return to work.

If you are unsure of what to do, **ASK QUESTIONS!** Do not assume as this could lead to non-payment of benefits/loss of income.

Ann Jenkins – 2nd Vice President (RTWS/STD/LTD/WSIB/H&S)

jenkins@cupe5167.org

Sue Lavallee – Lodges Unit Vice President

lavallee@cupe5167.org

Jason Lucas – Vice President

lucas@cupe5167.org

