

**CUPE 5167 CITY INSIDE/OUTSIDE  
BARGAINING UNIT MEMBERS INFORMATION  
Income Protection Plan (IPP) when Sick**

This communication is to assist you with interpreting Short-Term Disability coverage language in your collective agreement.

**Absence Due to Illness or Non-Occupational Injury (less than eight (8) working days)**

- **On the first day you are sick** you must report your absence to your Department Head or Supervisor.
- When your sick absence extends to the **fourth (4<sup>th</sup>)** working day then on or before the **fourth (4<sup>th</sup>)** working day, you need to have a doctor's note completed to support your absence. The note shall identify an anticipated return to work date.
- Doctor's notes are to be submitted to Return to Work Services no later than end of day on your first day back to work after your absence in order to be eligible for Short Term Disability benefits.
- Doctor's notes are to be submitted to **Return to Work (RTW) Services by email ([rtws@hamilton.ca](mailto:rtws@hamilton.ca)) or fax at 905-546-4174.**
- It is your responsibility to pay for the cost of the doctor's note.
- **Failure to provide a doctor's note to Return to Work Services will result in non-payment of the days for which you were absent.**
- If your illness or non-occupational injury is expected to extend to **eight (8) working days**, you will not be required to provide a doctor's note but instead be required to provide a claim form in accordance with below.

**Absence of eight (8) Working Days or Longer**

- When your sick absence extends to the **eighth (8<sup>th</sup>)** working day (including partial days) then on or before the **eighth (8<sup>th</sup>)** working day, you are required to have a claim form fully completed by your doctor to support your absence.
- Claim forms for CUPE 5167 Members are located in the Collective Agreement. They can also be accessed through HOWI [howi.hamilton.ca](http://howi.hamilton.ca) in the HR Forms section.
- **Completed claim forms are to be submitted to Return to Work (RTW) Services by email ([rtws@hamilton.ca](mailto:rtws@hamilton.ca)) or fax at 905-546-4174.**

- It is your responsibility to pay for the cost of completing the claim form.
- You must be seen by a doctor and have the claim form completed on or before the **eighth (8th)** working day. The initial claim form must be submitted within **five (5) days** from the initial date the claim form was required (**by the 13<sup>th</sup> day of absence**).
- You will not receive Short Term Disability benefits past the **thirteenth (13<sup>th</sup>)** day if RTW Services has not received a claim form substantiating your absence. Benefits will commence once RTW Services is in receipt of a claim form that substantiates your absence.
- If the above deadlines are not met, any benefits paid will be recovered from the first day of absence until the date in which the claim form was received and accepted by the employer.

### **General Points of Clarification**

- It is your responsibility to ensure that the claim form is completed in full (especially the Restrictions and Limitations section) and received by Return to Work Services on time.
- It is the expectation of the City that when an absence requires a claim form that you see your treating practitioner on or before the **eighth (8th)** working day in order to be entitled to sick pay.
- Where the Department Head or Supervisor has reason to believe that absence of the Employee was not due to illness/non-occupational injury, the Department head may demand a doctor's note for one day of absence, such request must be made in consultation with Labour Relations.

### **RTW Services Contact Information:**

General Inquiries: [rtws@hamilton.ca](mailto:rtws@hamilton.ca)

Confidential Fax: 905-546-4174

**If you have any questions about your circumstances, or require further clarification, please speak with your union ASAP 905 522-0917.**