

twelve (12) month period. However, the employee will qualify for regular coverage in the event of major illness or injury.

This limitation will be withdrawn if, after twelve (12) months of active employment, the amount and/or frequency of short-term illness/absence returns et2(s)-26-11(c)-14(rt)Jajrsee10(m)1(p)

- The employee must inform the immediate supervisor of the expected length of absence.
- If a scheduled absence is upcoming, the employee shall notify the immediate supervisor as early as possible.
- Following a discussion with the physician about job requirements, provide medical certification stating limitations and indicating how the medical condition affects ability to perform the job.
- Seek appropriate medical treatment; absence and rest may not be enough. A referral to a specialist or other health care professional may be required.
- Maintain regular contact with the immediate supervisor and/or the University.
- Make the physician aware that, if medically necessary, the University supports accommodations, including gradual return to full duties and hours.
- Keep the immediate supervisor updated as to the anticipated return to work date as it may take some time to prepare for the return and/or possible accommodation.

Department (Immediate Supervisor and/or Department Head):

- Assess the claim for paid sick leave and liaise with Human Resources as required.
- Keep a record of all employee absences including sick, vacation, and personal leaves.
- Report sick leaves as indicated above (Reporting of Sick Leave).
- Report any extensions or early returns to Human Resources.
- Maintain regular contact with the employee.
- Maintain confidentiality of medical information.
- Work with the employee, physician, and Human Resources to make arrangements for the return to work.

Human Resources:

- Mail out application for LTD benefits once the employee has been on sick leave for 45 consecutive calendar days.
- Maintain confidentiality of medical information.
- Provide consistency in policy/procedure in administering claims.
- Provide advice/assistance in assessing claims for paid sick leave.
- Provide advice/support to the employee as requested.

E. MEDICAL DOCUMENTATION:

Employees must submit the medical certification directly to the immediate supervisor (copy to Human Resources) or Dean/Vice-President as requested, substantiating the inability of the employee to perform regular duties for the period of absence, confirming appropriate treatment is being sought, indicating the expected return to work date, fitness to resume normal duties and any medical restrictions and/or functional limitations upon the return to

certification is sufficient to assess the claim for paid sick leave. The medical information will be kept confidential; only the medical restrictions/functional limitations (as it relates to job requirements) will be discussed with the immediate supervisor.

The University may require an employee to provide medical documentation from his/her treating physician(s) or appropriate health care practitioners to determine:

1. the employee's fitness to continue working or return to work, including limitations and/or restrictions relating to job demands, including in cases of excessive absenteeism; or
2. the University's obligation in regard to an employee's request for accommodation.

Where the University does not receive sufficient medical information to make these determinations, it will provide the employee with details on the deficiency and give the employee the opportunity to respond. Where an employee does not provide sufficient information, the University will be entitled to make inferences based on the information provided.

F. PROOF OF ILLNESS:

Where the University has reason to suspect an employee's absence is not legitimate, for example, a pattern of absences not explained by a medical condition, or by being excessive when compared to other employees, the employee may be required to produce certification acceptable to the employer and/or certification from a physician in order to qualify for paid sick leave.

G. RETURNING TO WORK: