



Sick Leave/Short Term Disability Program

Frequently Asked Questions (FAQ)

What is the Sick Leave/Short Term Disability Program?

The Sick Leave/Short Term Disability program is an income protection benefit program for approved medical absences. Appointed full-time and part-time staff are eligible for the University's Sick Leave/Short Term Disability (STD) program if you are absent from work for more than seven (7) working days.

What is the process for applying for the Sick Leave/Short Term Disability program?

Once you have notified your manager and HR is advised that you have been away from work for more than seven (7) working days, HR will send you the **Homewood Health Attending Physician Statement Form** to be completed by your physician and sent directly to Homewood Health. This form can also be found on our website [here](#)

How does the Short-Term Disability Program work?

All medical absences of longer than seven (7) working days will be assessed by a Case Manager from Homewood Health in order to determine eligibility under the Sick Leave/Short Term Disability program.

The University partners with Homewood Health Inc., an external health management company to assist with providing you with the benefits of the Sick Leave/STD program. During your short term medical absence, a Case Manager at Homewood Health will work directly with you and your physician to ensure fair, consistent treatment for employees who are absent from work due to an illness or a non-work related accident. Homewood Health maintains your medical information in the strictest confidence and only shares information regarding your return to work requirements with HR.

What are the steps to report my illness or injury?

Step 1: Notify your manager

Step 2: If you continue to be away from work for more than seven (7) working days, your manager will notify HR and HR will send you the Attending Physicians Statement Form.

Step 3: Arrange for the Attending Physicians Statement Form to be completed and returned directly to Homewood Health after (7) working days.

Do I need to submit my medical note to HR?

Employees are responsible for sending the **Homewood Attending Physicians Statement Form** directly to Homewood Health by fax at **1-888-429-1747** or email to: disabilitymanagement@homewoodhealth.com

Why do I need to provide the Attending Physicians Statement Form?

The Attending Physicians Statement Form provides all the relevant medical information needed regarding your absence and to support your Sick Leave/Short Term Disability benefits. The Form also includes the Employee's Authorization for Release of Information that allows Homewood Health the authorization to communicate with your physician, treatment providers, and other healthcare service providers regarding your medical leave for the purposes of determining your eligibility for the Sick Leave/STD program.

Your Case Manager will also provide support to you during your leave as well as assistance with your return to work.

What happens if I do not provide the necessary medical documentation to Homewood Health?

If you do not provide the Form, or if the Form is incomplete, your absence will not be supported and you will be placed on an unpaid leave of absence until we have all the necessary documentation to proceed with supporting your absence under the Sick Leave/STD program.

It is your responsibility to maintain regular, ongoing communication with your case manager, to actively participate in the recommended treatment program(s) and to provide the necessary medical documentation in a timely manner in order to be eligible to receive benefits under the Sick Leave/STD program.

What is the role of the Case Manager?

The Case Manager will assist you, your physician and other health care professionals, to ensure that you have an effective treatment and rehabilitation plan. Your Case Manager will maintain contact with you throughout your time away from work and help with your transition back to work.

The Case Manager will provide Human Resources with any relevant updates regarding your absence and next steps, as well information about your return to work date, and any accommodations. They will also advise if your claim will be referred to Long Term Disability.

How does this affect the Long Term Disability process?

The current process of applying for Long Term Disability (LTD) remains the same. Homewood Health will provide all necessary medical documentation to Sun Life directly to assist with your LTD claim. Human Resources will continue to communicate directly with Sun Life regarding the status of your LTD claim.

What other resources are available to support my health and wellness?

In addition to the consultation services of the Homewood Health Case Manager, you have access to many health and wellness tools:

[Victoria University's Employee Assistance Program](#)

[Victoria University's Pension, Benefits and Wellness Information](#)