

Part-time Employees – Sick Benefits – Frequently Asked Questions

I am a part time employee and off sick, what do I need to do?

You need to notify your Manager in accordance with the Hospital's [Attendance Support Program policy 027-HR](#).

What do I need to tell my Manager?

In accordance with HR-027 policy, you must provide the following information when you notify your Manager of your absence:

1. Reason for absence – sick, family or personal emergency
2. Expected length of absence
3. If you have had a previous illness within the last three weeks, is this the same illness or a new illness
4. Whether it is work related
5. A phone number where you can be reached

Online Resource - [Employee Responsibilities](#)

What must I provide the Hospital if I am going to be off work for 4 or more consecutive shifts?

You must provide Occupational Health Services with an Attending Physician Statement (APS) A or B when you are absent for 4 or more consecutive shifts or when requested by the Hospital. Need some guidance, please contact Employee Health Services at extension 33344. APS forms are available on both the intranet and the internet at www.stjoes.ca select current staff member - additional resources – APS (A) or (B) depending.

Forms: [APS A or B](#)

What should I do if I know my non-occupational illness / injury is going to extend beyond two weeks?

You should apply as soon as possible after you stop working for Employment Insurance Sickness Benefits, even if SJHH has not yet issued your Record of Employment. This is important because if you delay in applying for EI benefits later than four weeks after your last day worked, you risk losing these benefits. Before you can start to receive EI benefits, there is a two week waiting period during which you will not be paid, so best to apply as soon as possible.

Where do I go to apply for Employment Insurance Sickness Benefits?

Service Canada has an online application process at:
<http://www.servicecanada.gc.ca/eng/sc/ei/benefits/sickness.shtml>

What else do I need to do if I am going to be off work for two weeks or more?

The Hospital Leave of Absence policy 010-HR states you must submit your request for unpaid medical leave to your Manager for approval. The form is located on the website: www.stjoes.ca. – select I am a current staff member – additional resources – Leave of Absence Request Form.

In order to be considered for unpaid medical leave by your Manager, you must have a current APS on file with the Health Office prior to leave approval.

Once your leave of absence has been approved, an approval letter will be mailed to your home address. A copy of this letter will be provided to your Manager and Payroll Services. Once your final pay has been issued Payroll prepares a ROE and sends it electronically to Service Canada.

[Policy 010 – HR Leaves of Absence](#)

When will I receive my Record of Employment (ROE)?

Your Manager forwards to Human Resources all approved LOA request forms. HR issues the approval letters, with a copy provided to Payroll. Payroll prepares a ROE and sends it electronically to Service Canada. If you want a hardcopy for your records, you must contact Payroll Services at (905) 522-1155, extension 33333.

I am a part time Healthcare of Ontario Pension Plan (HOOPP) member, what do I need to do?

For information, visit <http://hoopp.com/Members/My-Pension/Changes-and-Leaves/>

What if I have further questions about the process?

Call your Manager or Human Resources – Benefits Division (905) 522-1155 Ext. 39374 or email benefit-records@stjoes.ca

Prepared by the Benefits & Wellness Team, Human Resources
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