



**Extended Coverage Request Form for Employees Working Outside Ontario
for Longer than 6 Months**

NAME: _____

POSITION: _____

EMPLOYEE NUMBER: _____

HOME ADDRESS: _____

PHONE NUMBER: _____

DEPARTMENT & EXTENSION: _____

Details of your expected work outside Ontario for longer than 6 months:

ASSIGNMENT LOCATION: _____

DEPARTURE DATE: _____

RETURN DATE: _____

REASON FOR LEAVING: _____

Print – Department Chair Name

Print – Employee Name

Department Chair Signature

Employee Signature

Date

Date

(Please return completed form to Room 4159, Support Services Building)

Workplace Safety and Insurance Board (WSIB) Benefits While Working Outside of Ontario

Under Section 18(2) of the Workplace Safety and Insurance Act (the Act), Ontario residents are automatically covered while working outside of Ontario, for a period of less than six months. An extension of up to three years may also be granted upon request, under Section 18(3) of the Act.

If an employee's work takes him/her out of Ontario for less than six months, coverage is automatic as long as work is being done for the university. However, if this work is likely to last six months or longer, the University must apply to the Workplace Safety and Insurance Board (WSIB) to extend the coverage.

The procedure to ensure coverage is granted is as follows:

- 1. The Employee/Department Chair must fill out the attached form, providing the destination, departure date, return date, occupation, and current department.**
- 2. The completed form must be forwarded to Rehabilitation Services, Rm 4159, Support Services Building at least 4 weeks prior to departure.**
- 3. Rehabilitation Services will seek approval for the extension of coverage from WSIB.**
- 4. Once the approval is obtained, Rehabilitation Services will notify the department head.**