

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

## **9.15 WORKPLACE ABSENCE DUE TO ILLNESS/INJURY AND SALARY CONTINUANCE**

Classification: Personnel -  
Robarts Clinical Trials - Eligible  
Staff

Effective Date: 01JUL08

Supersedes: (New)

### **POLICY**

- 1.00 The University endeavours to provide income security and rehabilitative support to staff members while they are recovering from illness or injury. When staff members must be absent from work due to illness or injury, they are expected to take appropriate measures to ensure their timely return to work on a full or part-time basis. (See also Policy **3.8** Employee Assistance Program). For the purpose of this policy, "illness" is defined as encompassing both physical and mental health.
- 1.01 When an absence because of a non-workplace illness or injury occurs, the staff member must notify the supervisor as soon as possible as to the expected duration of the absence.
- 1.02 When an accident/incident occurs in the workplace, the staff member must notify their supervisor immediately. The supervisor must then complete an Accident/Incident Investigation Report and forward it to the Department of Occupational Health and Safety within 24 hours of the accident/incident.
- 1.03 If an absence exceeds one week, the staff member should provide the supervisor with regular updates as to the expected duration of the absence.
- 1.04 After a staff member has been absent from the workplace due to illness or injury for 3 weeks (21 calendar days), the Department of Human Resources must be informed in writing by the supervisor. With this notification, the Department of Human Resources will initiate an assessment for a rehabilitation support program. (See 2.00).
- 1.05 The University reserves the right to require medical certification of the illness or injury either from the staff member or Health Care Professional, and/or a medical examination by a Health Care Professional chosen by the University, after discussion with the staff member, whenever the University considers such action necessary.
- 1.06 All assessments initiated by the Department of Human Resources are provided in a completely confidential manner. Specific information about a staff member's health cannot be released to the supervisor without the staff member's consent.
- 2.00 For staff members who are absent from the workplace due to illness or injury the University supports a proactive and collaborative return to work program, and staff members have a responsibility to participate in this program. The program involves the joint efforts of the staff member, the Health Care Professional (as recognized by OHIP or its equivalent and the Group Extended Health Plan) the supervisor, the rehabilitation staff in the Department of Human Resources and the Department of Occupational Health and Safety.
- 3.00 Prior to returning to work following an injury or illness-related absence of more than 3 weeks (21 calendar days), a written statement from the staff member must be provided to the supervisor to the effect that the staff member has been in the care of a Health Care Professional and that, in the opinion of that Health Care Professional,
- (a) the employee is able to return to work on a full-time basis without restrictions, or
  - (b) the employee is able to return to work, with the nature and duration of any work restrictions described.

- 4.00 It is the University's intention to support staff members who are absent from the workplace due to illness or injury by providing income security as outlined in this policy until the staff members are fully or partially able to return to work.
- 4.01 Staff members are eligible, as of their regular full-time start date, to receive full salary while absent from work due to illness or injury up to a maximum of 15 weeks (105 days).
- 4.02 If there is a recurrence of the same or related illness or injury during the first 3 months following a staff member's return to work, the staff member is entitled to the unused portion of the original 15 week period of sick leave.
- 4.03 Staff members who are absent from work due to illness or injury for a total of 15 weeks (105 days) may qualify for long term disability benefits (LTD) through the University insurance program.
- 5.00 A staff member who is on leave under this policy shall be apprised at the earliest opportunity of any changes in Robarts Clinical Trials that have a direct impact upon the staff member's position.
- 6.00 All Workplace Safety Insurance allowances will be received directly by the University for the first 15 weeks (105 days) of sick leave during which time full compensation will be continued. If the disability continues, Workplace Safety Insurance will pay the staff member directly.
- 7.00 Absence for up to 17 weeks due to sick leave is not grounds for the staff member to receive a pro-rated selective salary increase. The increase must be given in full.
- 8.00 In some instances, staff members may be in a position, as the result of an injury or illness, to seek damages caused by a third party (other person). In these instances, staff members should contact the Department of Human Resources to determine the possibility of the University recovering the wages paid by the University that were associated with the workplace absence caused by the injury or illness.