

**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*

\_\_\_\_\_  
*Employee Phone Number*

\_\_\_\_\_  
*Employee Email*

\_\_\_\_\_  
*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 employee and/or department head.**