

## EMPLOYEE CHECKLIST

### Weekly Indemnity (WI)

### (or Short Term Disability) Process

*The collective agreements refer to Weekly Indemnity, Weekly Wage Indemnity or Wage Indemnity. These are all referencing the same benefit.*

*The benefits booklets refer to Short-Term Disability (Weekly Indemnity)*

Step	How	Key Information
<b>1. Notify supervisor of absence</b>	<ul style="list-style-type: none"> <li>• Via phone, e-mail or in person</li> </ul>	<ul style="list-style-type: none"> <li>• Notify of first day away from work as early as possible.</li> <li>• Refer to Employee Responsibilities in <a href="#">Attendance &amp; Return to Work Administrative Directive 2011-10</a></li> <li>• Notify of first day of WI claim, of doctor's appointment, of expected duration, and of instruction from physician.</li> </ul>
<b>2. Determine WI eligibility</b>	<ul style="list-style-type: none"> <li>• Go to the benefits booklet – short term disability (weekly indemnity) section.</li> </ul>	<ul style="list-style-type: none"> <li>• Benefit booklets can be found on the City R drive at: <a href="#">Employee Benefit Booklets</a></li> <li>• If questions about eligibility for WI contact Human Resources;</li> <li>• First day of absence due to injury, first day of absence due to hospitalization, or after 3 working days of uninterrupted total disability or the first day you consult a doctor, whichever is later.</li> </ul>
<b>3. Print and complete required forms</b>	<ul style="list-style-type: none"> <li>• Print and fill out "STD Plan Member Statement" form</li> <li>• Print and have "STD Attending Physician Statement" form completed by physician</li> </ul>	<ul style="list-style-type: none"> <li>• The forms are at: <a href="#">Employee Forms\Disability Forms</a></li> <li>• Employees must have Physician Statement filled out. Any costs associated with completing of form(s) are the employee's responsibility.</li> <li>• First Health Care provider may contact you to provide support during the claim process. More information is at: <a href="#">First Health Care provider information</a></li> </ul>
<b>4. Submit completed forms directly to Sun Life</b>	<ul style="list-style-type: none"> <li>• Submit via fax</li> <li>• Physician's Statement can be faxed directly by physician</li> <li>• Plan Member Statement to be faxed by employee</li> </ul>	<ul style="list-style-type: none"> <li>• Sun Life fax # 1-866-639-7820 for Edmonton office.</li> <li>• Employee is responsible to ensure completed forms are received by Sun Life.</li> <li>• Contact supervisor or Human Resources for assistance to submit forms if needed.</li> </ul>
<b>5. Complete Wage Indemnity Assignment Form</b>	<ul style="list-style-type: none"> <li>• Print &amp; fill out form and return completed form to Human Resources.</li> </ul>	<ul style="list-style-type: none"> <li>• The form is: <a href="#">WI Authorization Form</a></li> <li>• Any cheques received from Sun Life for a WI claim must be given to payroll for processing.</li> </ul>
<b>6. Code time appropriately on timesheet</b>	<ul style="list-style-type: none"> <li>• Enter time on (timecard) Pearl system or with supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to time code rules document for how time is entered. The document is at: <a href="#">WI Time Coding Rules</a></li> </ul>
<b>7. Employee will be notified of decision (approved, denied, or pending) by Sun Life</b>	<ul style="list-style-type: none"> <li>• A letter is mailed directly to employee; sometimes a phone call will also take place.</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources are notified of the decision.</li> <li>• HR will notify the supervisor and payroll</li> </ul>
<b>8. Follow physician instructions</b>	<ul style="list-style-type: none"> <li>• Follow medical directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Doctor's recommendations on treatment plan must be followed.</li> </ul>
<b>9. Maintain regular contact with supervisor</b>	<ul style="list-style-type: none"> <li>• Maintain regular contact via e-mail, phone, in person.</li> </ul>	
<b>10. Ensure ongoing communication with Sun Life</b>	<ul style="list-style-type: none"> <li>• Update Sun Life with medical changes/updates</li> </ul>	<ul style="list-style-type: none"> <li>• Employee is responsible to follow Sun Life's directions as per the Claim's Adjudicator and to provide information as requested.</li> </ul>
<b>11. Return to work</b>	<ul style="list-style-type: none"> <li>• Inform supervisor of return to work date, and</li> <li>• Provide medical clearance if required.</li> <li>• If needed and supported, talk about potential for modified return to work</li> </ul>	<ul style="list-style-type: none"> <li>• If medical clearance is required employee must go back to physician to obtain.</li> <li>• modified duties generally require detailed restrictions and limitations from physician</li> <li>• Discuss with HR Specialist as needed</li> </ul>

***Employees are responsible to ensure Sun Life is getting the information needed and requested.  
Benefits are only paid for the period approved by Sun Life.***