

Short Term Sick Leave Information



Sick Leave Summary from the Collective Agreement: (for each school year)

- you have 11 sick days at 100% pay
- you have an additional 120 days at 90% pay
- for each of the 11 sick days from LAST year that you did not use, you are able to top up 10 of the 90% pay days to 100% pay (you can find out the details of your sick leave credits still available by going to MyKPR and looking under "attendance" in the same area as where we find the pay stub)
- for Members working less than a 1.0 FTE, sick leave is pro-rated

Accessing Sick Leave:

Step 1 – contacting the employer

- you can start by contacting the Disability Management Department (disability_management@kprdsb.ca) and cc'ing the D14 sick leave rep, Tracey Germa (traceygerma@nexicom.net), as well as your Principal noting that you will be **off until further notice for medical reasons**
- **it is very important that the email does not reference your specific diagnosis or problems – this is to protect your medical privacy**
- once you have a doctor's note in hand that has you "off for medical reasons" send it to the Disability Management department and direct contact at the Board disability_management@kprdsb.ca AND katherine_tobin@kprdsb.ca (and cc Tracey)
- **if you want OSSTF to be able to advocate on your behalf during your leave, please indicate in the email that you “authorize OSSTF to communicate with the Board on my behalf”**

Step 2 - using the Abilities Form for absences beyond a few days

- after a few weeks you will be asked to have your doctor complete an Abilities Form
- Be sure your doctor only selects "is completely disabled and unable to work" in Section 1 of the form and does NOT fill out any limitations in Section 2 or 2b - the limitations are only for those who are working part time or with specific modifications
- Sections 3 and 4 are to be completed with your next follow up doctor's appointment
- **It is important that you use the APPROVED ABILITIES FORM that has been agreed upon by OSSTF and the Boards (as part of the Central Agreement) – a copy can be found on the D14 website if you can't find the one the Board forwards you**
- the first form is to be completed at your own cost, but all future forms requested by the Board will be reimbursed/paid for by the Board. You can either have the doctor directly invoice the Board or you can pay for it and submit a request for reimbursement (there is a form you can find on the board website)
- **all medical documentation should focus on you and your health situation - but the details of your situation are private and go only to the Disability people (not a Principal)**
- the Board will ask for this form to be resubmitted every few months or as directed by your medical practitioner if there are to be regular updates or changes in your status

Early Intervention Program:

- once you reach 15 days off from paid work, I have to, according to the Memorandum of Understanding of 2012, inform the Ontario Teachers' Insurance Plan and they will in turn, contact you to discuss their Early Intervention program
- the OTIP people will speak to you confidentially and offer you any supports they can to help you while off
- you may choose to accept or decline, and they may decide along with you that you are currently receiving sufficient supports, but they'll keep the file open with you
- this service is EXCELLENT (and OSSTF is part owner of OTIP)

When You are Ready to Return to Work:

- for your RETURN TO WORK – you MUST be cleared for return by the Board prior to returning – a completed AF that selects the “able to return to work without restrictions” will be required
- when you do return, if there is a need for some sort of medical accommodation, we can work on that with the Board, and your doctor would select “able to return to work with restrictions” on the AF and then complete sections 2 and 2b

Important Things to Know About Sick Leave:

- while off on sick leave your benefits are still intact
- sick leave does not affect your pension at all (you are still paying your regular deductions)
- you will not be expected to send in lesson plans - and it is important that you do not send them in as you are off and not to be working
- coaching, extra-curricular school volunteering, club organization, etc. should stop at this time – you are off and should not be involved in anything that would jeopardize your access to sick leave
- if you need to visit the building to pick up belongings or drop off work that has been marked, please be sure to contact your admin to set up a time – you are not covered under WSIB to be in the building regularly visiting or helping
- the use of sick leave does not affect your percentage pays (so, you will still get the larger start, Xmas, and end of school year pays - it is only reduced each pay period for the days you have a 10% reduction to 90%)
- reductions for the 10% will show on your pay stub as “Days Not”

Accessing Long Term Disability When Sick Leave is Exhausted

- if you need to use all your sick leave and still be off, then you and I will have a discussion about the Long Term Disability plan
- being under the care of a specialist will be required if you are moving to apply to Long Term Disability

Other FREE Supports:

- **Board's Employee Assistance Program - 1-800-361-5676**
 - they offer up to 6 online/in person/phone counselling sessions
 - they also have free financial and legal assistance
 - this program is open to your whole family

- **Posaction Plus through OTIP (partially owned by OSSTF) - 1-800-668-0193 (plan 48069 / certificate 902)**
 - we very much like this service as it is part of what our LTD payments and involvement with the Ontario Teachers Insurance Plan provides for Members
 - it can offer you up to 12 sessions (phone or in person)
 - occasionally the counsellors from the EAP program are also part of Posaction, so you MAY be able to use the same practitioner through both services

- **CarePath – The OTIP Cancer Assistance Program – 1-800-290-5106**
 - provides you with direct contact with a cancer nurse
 - accessible to you and your family to help you navigate the medical system if you are facing a cancer diagnosis