

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

***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.***