

## SUPERVISOR CHECKLIST

### Weekly Indemnity (WI) (or Short Term Disability) Process

Step	How	Key Information
<b>1. Be informed of potential claim</b>	Direct contact with employee or employees designate	<ul style="list-style-type: none"> <li>○ Is it an injury, illness, or hospitalization?</li> <li>○ Need to know: first day of illness/injury, last day worked, first 3 missed shifts and expected return to work date</li> <li>○ Send <a href="#">WI Employee Checklist</a> to employee</li> </ul>
<b>2. Inform Human Resources (HR)</b>	Send e-mail to: <a href="mailto:illnessandinjury@whitehorse.ca">illnessandinjury@whitehorse.ca</a>	<ul style="list-style-type: none"> <li>○ Notification of potential claim, subject line "WI/STD claim &amp; &lt;employee name&gt;"</li> <li>○ Include: employee name; WI claim; if injury, illness, or hospitalization; first day of illness/injury; last day worked; first 3 missed shifts; expected return to work date.</li> </ul>
<b>3. Ensure employee time coding is correct/entered on timesheet</b>	Follow time coding rules	<ul style="list-style-type: none"> <li>○ If employee is unable to complete timesheet, supervisors are to complete.</li> <li>○ Refer to time code rules document to determine how time is to be entered. The document is at: <a href="#">WI Time Coding Rules</a></li> </ul>
<b>4. Supervisor will be notified of decision (approved, denied, or pending) by Human Resources</b>	<ul style="list-style-type: none"> <li>○ Notification from Human Resources, i.e. email</li> </ul>	<ul style="list-style-type: none"> <li>○ Human Resources are notified of the decision.</li> <li>○ HR will inform supervisor and payroll, subject : "STD claim &amp; &lt;employee name&gt;"</li> </ul>
<b>5. Ensure regular contact with employee</b>	<ul style="list-style-type: none"> <li>○ Email, phone, in person.</li> <li>○ Set a contact schedule with employee.</li> </ul>	<ul style="list-style-type: none"> <li>○ Check in to maintain contact and inform employee of activities at work.</li> <li>○ Check in can be weekly or bi-weekly for instance, determine what makes sense.</li> <li>○ If the employee does not communicate regularly, contact HR Specialist.</li> </ul>
<b>6. Making a decision on position backfill</b>	Supervisor to meet with their supervisor/manager	<ul style="list-style-type: none"> <li>○ Discuss if backfill is required</li> <li>○ Consider length of claim</li> <li>○ If backfill is needed communicate with HR Specialist, whether recruitment, or development plan is needed.</li> </ul>
<b>7. Return of employee to work</b>	<ul style="list-style-type: none"> <li>○ Discuss the return to work with employee</li> <li>○ If needed ask for medical clearance</li> <li>○ Inform HR of return to work date</li> </ul>	<ul style="list-style-type: none"> <li>○ Assess if assistance or accommodation is required on employee's return to work.</li> <li>○ If assistance is needed contact Human Resources Specialist</li> </ul>