



Sick Leave Support Program

The information in this brochure outlines what to expect from ASEBP when you go on sick leave and choose to participate in the Sick Leave Support Program.

Please note that the Sick Leave Support Program is not a paid benefit and there is no cost to participate.

What to expect

If you are away from work or require a gradual return to work that is expected to extend over 14 days, your employer will send ASEBP a notification to tell us you are on leave.

At this point, ASEBP will reach out to you via email and ask you to complete a [Contact Request](#) form. Your answers will provide some initial information on how ASEBP can help, including if you require immediate assistance.

It is important to stay in touch with your employer during your sick leave and provide them with any requested information, based on your organization's policies, procedures, and/or your collective agreement.

Your employer is also responsible for paying you during the sick leave period (sometimes referred to as the 90-day elimination period), based on their internal processes. If you have questions related to your pay or pension, please contact your employer.

An ASEBP Disability Services team member will contact you to offer their assistance and support between day 21 and 28 of your sick leave of absence, unless you have requested more urgent assistance. They will review the program and ask that you:

Your medical information is handled with your privacy in mind. While you are on leave, ASEBP provides updates to your employer about your medical fitness for work, functional limitations/restrictions, and proposed return-to-work date. We do not share specific details about your medical condition, diagnosis, symptoms, treatment, or the name(s) of your health care provider(s).

Complete a Release of Information form

This release allows ASEBP to contact your health care provider, if needed, to obtain additional information about your treatment and any physical limitations/ accommodations to assist with creating a return-to-work plan based on your health needs.

Ask your health care provider to complete an Attending Practitioner Statement

This form provides ASEBP with further details about your health condition and treatment plan, so we can recommend therapeutic or occupational services to help with your recovery and advise your employer when to expect you back at work.

ASEBP will cover the fees your health care provider charges for completing this form.

Send any medical documentation, including return-to-work notes, directly to ASEBP

Sometimes these notes contain sensitive medical information and providing these notes to ASEBP helps maintain your confidentiality and privacy.



What happens next

After speaking with you and reviewing your medical information, ASEBP will start planning for the next steps. This ensures ASEBP can help you navigate the health care system and get access to the care you need to heal.

If your absence is not supported or ASEBP requires more information, we will notify you and your employer. Your employer will advise you of the next steps.

ASEBP can support you by coordinating medical assessments and treatment services, such as physiotherapy, multidisciplinary treatment, mental health support, and substance use treatment.

Why participate

Going on leave due to an illness or injury can be overwhelming. ASEBP's Sick Leave Support Program can help you focus on your recovery by:

- Arranging medical specialist assessments and coordinating treatment, to provide an earlier diagnosis and treatment recommendations. These referrals can assist if you do not have a family doctor or regular community-based health care provider.
- Coordinating a gradual return to work with your employer, based on your unique circumstances. When you are medically fit to start a gradual return to work, ASEBP will extend your 90-day elimination period. In other words, the more hours you work, the longer the elimination period for Extended Disability Benefits (EDB).
- Paying for or reimbursing you for expenses related to requesting medical information from your health care provider(s) during the sick leave period.
- Approving additional funds (in some circumstances) for therapeutic treatments to aid with your recovery once you have used your annual Extended Health Care benefits.
- Guiding you through the EDB application if your medical condition needs longer-term treatment, or you experience health complications. In most cases, the medical information you share during the sick leave process can be used in the EDB review and decision-making process. If approved for disability benefits, you will transition to EDB at the end of the 90-day sick leave period.

Eligibility

To be eligible, you must:

- Have ASEBP's income replacement benefits
- Have been working more than a 0.2 FTE at the time of your injury or illness

The Sick Leave Support Program is open to education workers over the age of 65, if you have ASEBP's income replacement benefits (including Life and Accidental Death & Dismemberment insurance).

What happens if I choose not to participate

This is your choice, and ASEBP will respect your decision. Contact your employer if you decide not to participate and have questions about your sick leave.

If you need to apply for EDB, you will still need to meet all [EDB Plan Document](#) requirements.

Please note that if you experience a decline in your health or additional complications, you can still access ASEBP's Sick Leave Support Program if it is within the 90-day sick leave period. Speak with your employer or get in touch with the ASEBP Disability Services team member who originally contacted you.

If you are a teacher or other unionized employee, contact your local representative for any additional supports available to you while on sick leave.

Please complete and submit the following forms to SickLeaveSupport@asebp.ca.



[Contact Request](#)



[Attending Practitioner Statement](#)



[Release of Information](#)

Have questions?


Please review and submit the Contact Request form and an ASEBP Disability Services team member will reach out to you and can answer your questions.

For information about pay, pension, or applying for another type of leave, contact your employer.



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