

EMPLOYEE RESPONSIBILITIES & PROCEDURES QUICK REFERENCE

For ALL Employees absent due to medical reasons or requesting workplace medical accommodation:

- Ensure that your contact information (home address & phone) is up to date with PHRSS by calling 204-940-8500
- If work related injury or illness, complete Injury Near Miss (INM) process and call WCB at 204-954-4100 to report
- If Manitoba Public Insurance (MPI), call MPI to open a bodily injury claim at 204-985-7000
- Maintain regular contact with your manager and DCM throughout your medical absence
- Seek on-going medical treatment with your Health Care Provider (HCP) for timely recovery.
- Provide your Disability Case Management Coordinator (DCM) on-going medical updates from your Healthcare Provider to support medical absence, participation in GRTW/Accommodation or fitness to return to full duties.

SICKNESS BENEFITS, EMPLOYMENT INSURANCE (EI) AND HEALTH EMPLOYEE BENEFITS (HEB)

For WRHA Homecare Direct Service Staff only (HCA, HSW, ISW):

- Apply for Canada Life and Employment Insurance (Service Canada). Your Record of Employment is sent electronically to Service Canada, apply ASAP.
- After your 3 weeks of Canada Life, you may be entitled to 26 weeks of EI, then an additional 49 weeks from Canada Life.

For HEB Participants (hebmanitoba.ca)

All HEB Participant are strongly encouraged to sign up for the HEB Member Portal:

[The Member Portal](https://hebmanitoba.ca/members/the-member-portal) <https://hebmanitoba.ca/members/the-member-portal>

Paid Sick Leave of Absence

When you are receiving sick pay from your Employer, HEB Manitoba continues to receive D&R premiums through payroll deductions. If you do not have enough banked paid time to cover the 119 calendar days after you become Totally Disabled (the Elimination Period), you must pay D&R premiums to maintain your coverage for the period not covered. HEB will contact you to arrange premium payments.

Unpaid Sick Leave of Absence

It is mandatory that you maintain your D&R coverage up to the date you are eligible to receive D&R Benefits (throughout the 119-day Elimination Period and beyond if a decision has not yet been made). This also applies if you are applying for, or have been accepted for, Workers Compensation Board (WCB) or Manitoba Public Insurance (MPI) benefits. You must pay D&R premiums to maintain your coverage. HEB will contact you to arrange premium payments. If D&R premiums are not paid, your D&R coverage will terminate, and you will not be entitled to D&R Benefits.

- You will receive an application from HEB Manitoba within 60 days of your absence to apply for D & R Benefits.
- If MPI or WCB is your primary Insurer and it is anticipated that you be off work more than 60 days, it is recommended that you apply for HEB D & R as a secondary coverage.
- If you exhaust your sick banks, you can apply for Employment Insurance Benefits (Service Canada). Your Record of Employment is sent electronically to Service Canada, apply ASAP.

For MNU Members collecting WCB:

- Contact PHRSS at 204-940-8500, to initiate 10% top up, if applicable.

RECOVERY AND RETURN TO WORK

- You must speak to your Manager and Disability Case Management Coordinator (DCM) **before returning to work in any capacity.**
- If medical documentation is required to support return to work, you must provide the requested information to your DCM to coordinate your return to work plan.
- A Return to Work team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your DCM, Manager, Union, Human Resources and your insurer (if applicable), to develop a safe return to work plan when modifications to regular duties or hours are medically required.
- Provide a medical note from your HCP to confirm fitness of return to full duties upon the completion of your medical leave or return to work program.