



Sick Leave Support Pilot

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At the Alberta School Employee Benefit Plan (ASEBP), we are working on fine-tuning our services, giving you optimal supports to help you on your health journey—and the Sick Leave Support (SLS) pilot will do just that!

Sick leave support—for absences greater than two weeks—allows us to get to the heart of your health needs. We aim to streamline supports so you can get the right medical attention early, helping you heal and get back to feeling like yourself and return to work quicker.



BENEFITS

- Timely access to medical assessments and medically indicated treatments, if needed
- Increased guidance and intervention throughout your short-term leave
- Assurance that your medical information is managed confidentially and appropriately
- Connection with a Case Management specialist who will guide you through your entire SLS experience, including:
 - Utilizing case management and interventions based on your specific health and wellness needs
 - Finding holistic outcomes to assist with your successful return to work
 - Liaising only fitness for work and accommodation-related needs to your employer to promote your integration back into the workplace

Research shows that timely and active intervention improves healthy outcomes and that is exactly what we want: a healthy you!



KEEPING YOU SAFE AND SECURE

We ensure that your privacy and confidentiality is protected in all of our programs and this pilot is no exception to that. Rest assured that we will collaborate with your employer to support and promote a successful case outcome for you, keeping you at the heart of the matter.

WHAT TO EXPECT

During this pilot, when you have been away from work for more than 14 days, or you require a gradual return to work longer than 14 days, your employer will send ASEBP a notification to let us know of your absence. We will then assign a Case Management specialist to work with you and they will request that 1) you complete a *Release of Information* form; 2) your doctor complete an *Attending Physician Statement*; and, 3) you send the completed medical documentation to ASEBP rather than to your employer. Through active case management and collaboration with your health care providers, ASEBP Case Management specialists will monitor your progress during the treatment and recovery plan, and coordinate a successful return to work, if possible. Depending on the nature of your leave, you may need to attend ASEBP-expedited referrals in an effort to assist you in fulfilling the medical recommendations set out by your physician or specialists. If you have a more complex medical condition, the SLS team will assist with your application and transition to Extended Disability Benefits (EDB), if that is required. In a nutshell, we are here for you!

ELIGIBILITY

- Your Case Management specialist will review your application, looking at all of your provided information, and will determine whether your absence is medically supported or not. They will communicate with you and advise your employer of same. They will also continue to assess your ongoing eligibility throughout the sick leave period for your medically supported absence.
- If you participate in a gradual return to work while on SLS, your 90-day elimination period will be extended. In other words, the more hours you work, the longer the elimination period for EDB.
- For covered members who are eligible to apply for EDB, we will guide you through the EDB application process during your short-term leave, if that is needed. If approved for disability benefits, you will transition to EDB after the elimination period is complete.





Your Role

- **Participate fully** in your recovery and treatment plan.
- **Provide timely information and updates.** Maintain regular, respectful contact with your Case Management specialist to advise of your medical appointments, updates regarding your medical status, and any changes in your fitness for return to work or gradual return to work plan, if applicable.
- **Attend all medical appointments and treatments** that may be required to confirm a medical diagnosis and appropriate treatment. These may be arranged by ASEBP, if required, and you will be notified in advance if they are necessary.
- **Remain in contact** with your employer.
- **Participate fully** in your gradual or complete return to work.

Your Employer's Role

- **Provide timely notification to ASEBP**, ensuring we can connect with you as soon as possible.
- **Focus on your accommodations**, if required, to promote a successful return to work.
- **Payment of sick leave benefits** remains at the discretion and responsibility of your employer.

ASEBP's Role

- **Provide timely information**, acting as liaison between you and your employer.
- **Keep your information private**, simply letting your employer know approximately how long you will be away so they can plan for and coordinate substitute staffing resources.
- **Manage your leave** through active case management.
- **Support you and your employer with transition planning**, addressing return to work planning or your transition to other leave types (e.g. extended disability, personal leave).



Our focus is the health and well-being of Alberta's public education sector. Created by our two parent bodies, the Alberta School Boards Association and the Alberta Teachers' Association, this three-way partnership means we are different from traditional insurance providers.

We focus on doing what is right for you and your employer, providing holistic, integrated products and services to promote your wellness for the long run.

We are proud to be the comprehensive benefits option for the public education sector in this province. And we are proud to support you on your lifelong health journey.

HAVE QUESTIONS?

Connect with your Case Management specialist with questions while you are involved in the program and be sure to connect with your employer if your questions are related to pay or other types of leaves.

