

## OPS FACT SHEET

# Short Term Sick Plan (STSP) Article 37

### What is STSP?

The Short Term Sickness Plan (STSP) provides income protection for regular employees who are unable to attend work due to illness or injury.

Article 37 of the AMAPCEO Collective Agreement stipulates that regular full-time employees will be allotted six working days of absence at 100% salary and 124 working days at a 75% salary rate, for a total of 130 sick days per year.

If you require more than 130 sick days, you may apply for Long Term Income Protection (LTIP). To access more information about LTIP and how to apply, see [“A Guide to Your Benefits”](#) available on the AMAPCEO website.

*NOTE: Fixed-Term (FXT) employees have a different sick leave entitlement.*

*As an FXT employee, you are entitled to earn attendance (sick) credits at a rate of 1¼ days for each full month that you are at work, on vacation, on bereavement, or jury/witness leave.*

*You are entitled to use accumulated attendance credits only in the event that you are unable to attend to your duties by reason of illness or injury. For more information on sick leave for Fixed-Term employees, please see Article FXT.5. and the fact sheet entitled [Fixed Term Employee Rights](#) available on the AMAPCEO website.*

### STSP credits eligibility

You will receive 130 days of STSP credits on January 1 of each year if you have fulfilled all the eligibility criteria set out in Article 37.2, Article 37.3, and Article 37.11.

- If you are a new employee, you will receive your annual allotment of STSP credits after working 20 consecutive working days.

- If you have started a sick leave in one calendar year and you are unable to return to work until after the start of the next calendar year, you will continue to use the remaining STSP credits from the previous year until those credits have been exhausted (if needed).
- You will receive your new allotment of 130 STSP credits after you have been at work for 20 consecutive working days.

## **Employee Attendance Support Program (EASP)**

If you exceed the Enterprise Attendance Threshold your manager is required to review information related to your absences and determine next steps.

Although the EASP does not automatically preclude disability related absences, the program must be applied in accordance with the *Ontario Human Rights Code*. This means that employees with disabilities must be supported and accommodated short of undue hardship where required under the Disability Accommodation Policy.

If your manager asks to meet with you to discuss attendance management and/or disability accommodation, you have a right to be accompanied and represented by an AMAPCEO Workplace Representative (see the Fact Sheet entitled [Right to Representation](#)).

## **Medical information required for STSP**

The Employer can request medical documentation from a legally qualified medical practitioner if you are absent from work due to illness or injury for more than seven consecutive calendar days. In cases of suspected abuse of STSP, the Employer may require you to submit a medical certificate, at the Employer's expense, for any period of absence.

Your manager or the Employer's Disability Accommodation Specialist (DAS) might request the following information:

- The name, address, telephone number, and signature of your qualified medical practitioner;
- The date you were assessed;
- Confirmation that you were unable to perform your duties at work due to an injury or illness for the specified period of absence;
- The start and expected end date, or if an end date is unknown, then at minimum an expected date of reassessment; and

- The expected date of your return to work, or the date on which you will next be seen by your medical practitioner.

You are not required to provide the diagnosis of the illness that led to your absence.

## **Established Disabilities**

To respect the dignity of employees with disabilities, medical documentation should not be routinely required for a previously established permanent, congenital or long-term disability.

## **Employers request for an independent medical examination**

If you are frequently absent from work, the Employer may require you to undergo an independent medical examination (IME). Before requesting an IME, the Employer should have already received medical documentation from your qualified medical practitioner(s). AMAPCEO advises employees contact a [Workplace Representative](#) before agreeing to do an IME. If you and the Employer cannot agree on who that IME provider will be, you may choose a qualified medical practitioner from the referral service of the College of Physicians and Surgeons.

## **Health benefits and pension contributions**

While receiving paid STSP, your health benefits coverage is maintained as if you were at work. You will also receive pension contributions during this period. All deductions and contributions shall be made as though you were receiving your regular salary.

## **How to request AMAPCEO representation**

A complete list of [Workplace Representatives](#) can be found on the AMAPCEO website. Please keep in mind that you are not restricted to working with a Workplace Representative in your particular Ministry.

If you are a signed-up AMAPCEO member, you can go to your [AMAPCEO Home Page](#) and access the services of a Workplace Representative through RADAR. RADAR is our web-based tool that helps connect members to Workplace Representatives without the worry of using the Employer's email system. For more details, please see the [RADAR Factsheet](#), or just click on the *RADAR: My Workplace Issues* tab on your Home Page.