

Short Term Sick Plan (STSP) Article 37

What is Short Term Sick Plan (STSP)?

The HQO Short Term Sickness Plan (STSP) provides income protection for you as a regular employee should you be unable to attend work due to illness or injury (see Article 37 of the Collective Agreement). It consists of six working days of absence at 100% salary and the remainder (up to 124 working days) at a 75% salary rate, for a total of 130 sick days per year. You may choose to use other accumulated credits (such as vacation) to make up the remaining 25% difference in your pay, while you are off on STSP.

If you require more than 130 sick days, STSP can also serve as the 'bridge' between your first day of absence and your first day of Long Term Income Protection (LTIP), should you apply and be deemed eligible to receive LTIP benefits.

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.

NOTE: Fixed term (FXT) employees should speak to a workplace representative if they need to be out of the office due to illness.

STSP Eligibility

You will receive your 130 days of STSP credits on January 1 of each year assuming you have fulfilled all of the eligibility criteria. If you are a new employee, you will receive your annual allotment of STSP credits after working 20 consecutive scheduled 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 STSP credits after you have been at work for at least 20 consecutive scheduled days in the new year.

Medical Information Required for STSP

The Employer can request you to produce medical documentation from a legally qualified medical practitioner if you are absent from work due to illness or injury:

- For more than seven consecutive business days; or
- If the Employer has a legitimate reason to suspect the abuse of sick leave.

The Employer may also ask for the following:

- An independent medical assessment (for more information see the section below);
- Details about a medical condition which relates to carrying out your job duties, along with information on any work restrictions which may apply upon your return to work; and
- Periodic medical practitioner's certificates during extended sick leave situations, including information regarding your return to work prognosis.

It is often helpful for any such medical documentation to contain the following information:

- The name, address, telephone number, and signature of your 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/reassessment dates; and
- The expected date of your return to work, or the date on which you will next be seen by your medical practitioner.

Note: You and your medical practitioner are not required to provide the Employer with the diagnosis of your illness which led to your absence.

Employers Request for an Independent Medical Examination

If you are absent from work for more than 20 days in a calendar year, consecutive or not, the Employer may require you to undergo an Independent Medical Assessment (IMA). Before requesting an IMA, the Employer should have already received medical documentation from your medical practitioners. You should contact a [Workplace Representative](#) before agreeing to do an IMA.

Questions?

Please direct any questions to an AMAPCEO HQO [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO website at www.amapceo.on.ca