





**Employees with no sick leave remaining and are not eligible (or no longer eligible) for WCB supplement payments:**

In these cases, the employee will be placed on an approved leave of absence without pay, and WCB will reimburse the employee directly. The employee's benefit and pension will continue, as long as the employee has made arrangements through HR/Payroll to maintain regular cost-sharing of premiums and contributions. Employees will also need to complete the "Application for Continuation of Benefits" available from Human Resources.

**Employees whose WCB claim has been denied:**

Should an employee's WCB claim be denied, the lost time will be deducted from the employee's sick leave. If the employee has no sick leave remaining, the employee would be placed on an unpaid leave of absence and a Record of Employment would be issued. In both cases, the University would require satisfactory medical

2. Report accidents. Employers have legal responsibilities to report injuries and illnesses to the WCB within five business days. The WCB Report should be completed, signed and forwarded to the HR Officer (OH&S & Wellness) within 24 hours of the injury.
3. If a WCB Report is not required, the employer must still record the accident information through the Saint Mary's University Injury/Incident Report Form. Employee must still be provided with WCB Kit, which includes the Return to Work Abilities Form (i.e. in case employee misses time or seeks medical attention). Supervisor/Manager is responsible to review and sign the Return to Work Policy and provide copy to employee.
4. In cases where an employee misses time or seeks medical attention, supervisor/manager ensures Return to Work Abilities Form is completed and returned by the employee within the required twenty-four hours. If not returned, follow-up with employee on status.
5. Provide completed Return to Work Abilities Form to HR Officer (OH&S & Wellness) (immediately upon receipt) to be sent to WCB for adjudication and return to work efforts.
6. Based on the employee's abilities (i.e. as identified in the completed Return to Work Abilities Form), work with the employee, WCB, health care providers, and Human Resources to make arrangements for the return to work, including modified return to work plans (hours and/or duties).
7. Report any extensions or early returns to Human Resources.
- 8.

Compensation) sends the employee an application for LTD benefits to the employee's home address on file.

**Payroll**

1. Remit payroll information and premiums. Payroll must report the University's total assessable payroll and make WCB payment to the Canada C