

****Frequently Asked Questions ****

Time off due to Illness and Injury

What to do if:

I am sick home/work:

****Refer to policy HR 2-3 Sick Leave and any others specific to unit****

- Contact manager/supervisor
- Call staffing before 10am if home (Ext#3300)
- Before leaving work stop by OHS
- If home and infectious symptoms such as nausea/vomiting, cough, fever, congestion or sore throat contact OHS for further direction (Ext #3030, option 1)

I hurt myself at work:

- Notify a manager/supervisor
- Complete Incident report
- Seek first aid or medical aid if needed
- If injury requires you to lose time at work or to seek medical services contact OHS (Ext #3030, option 1), right away

I hurt myself but not at work and I need to be off:

- Notify a manager/supervisor
- Contact OHS Ext #3030, option 1
- Contact Staffing (Ext #3300) by 10am to advise of absence

I need time off for medical reasons:

- Contact manager
- Contact OHS(Ext #3030, option 1) if medical related
- Contact staffing (Ext #3300) by 10am to advise of absence

Employee and Family Assistance Program through Life Works.

24hrs a day 365 days a year free of charge **1-844-880-9142.**

Can also access resources on line at **Workhealthline.com** or download the app **My EAP**

Counselling

Life Balance Solutions

Career Smart Coaching

Health Smart Coaching

Online services – e-learning courses, library access, assessment tools

****Should you have any questions or concerns contact Occupational Health at Ext. 3030****