

The logo features a dark blue background with a light blue abstract shape on the left side. The text "EMPLOYEE WELLNESS" is written in white, uppercase, sans-serif font, centered on the right side of the dark blue area.

# EMPLOYEE WELLNESS

## **Short Term Disability Information: MRSA, Exempt & Management Employees**

Mount Royal University (MRU) is committed to supporting employees who require workplace accommodation due to an illness or injury. If you require a leave from work due to illness or injury for six or more consecutive working days, you can access Short Term Disability (STD).

### **Short Term Disability**

STD is for absences from work due to illness or injury that are six or more consecutive working days in duration.

STD is for a maximum of 75 working days (inclusive of statutory and University holidays). You will receive 100% of your regular salary for the first 35 days of your leave and 90% of your regular salary for the remaining 40 days of your leave.

### **Accessing Short Term Disability**

To access STD employees are required to submit a detailed medical certificate and/or completed MRU medical assessment form from a **Medical Doctor** as recognized by the College of Physicians and Surgeons of Alberta. The medical certificate and/or form are required within 10 working days, and should be submitted directly to Employee Wellness.

The medical certificate should indicate the first day of work missed along with a specific return to work date, if known. If a return to work date is unknown, the approximate duration of the leave should be noted. The medical certificate should also detail functional restrictions/limitations and how they impact the ability to perform work duties. Further medical documentation may be required during an absence to facilitate return to work and accommodation planning.

### **Frequently Asked Questions**

#### ***Am I required to provide my medical documentation to my supervisor and/or manager?***

No, you are only required to provide your medical note to Employee Wellness.

#### ***What information is shared with my supervisor and/or manager about my illness?***

The information shared with your supervisor and/or manager is limited to your prognosis for return to work and any restrictions/limitations that require accommodation.

#### ***How should I complete my timesheet when accessing STD?***

STD is not recorded on timesheets. If you have been approved to access STD, please leave your time sheet blank for days missed from work for this reason.

**What happens to my salary and benefits while accessing STD?**

You will receive 100% of your regular salary for the first 35 days of your leave and 90% of your regular salary for the remaining 40 days of your leave. Your access to benefits remains the same while accessing STD.

***If I require modified hours of work can I still access STD?***

Yes, if you require modified hours of work on a consistent basis for six or more working days then you may access STD on a part-time basis.

***How is part-time access of STD managed?***

If you access STD in any capacity on a given day, it counts as one of the 75 working days of STD.

***I have a part-time job with another employer. Can I still attend work with my other employer while accessing STD?***

If you are able to work in some capacity, you must engage in appropriate work duties with Mount Royal University as your primary employer. If your restrictions/limitations prevent you from working in your position at MRU but not with your other employer, please contact Employee Wellness.

***What happens if I require another leave due to medical reasons after I return to work?***

If you have returned to work full time and have been participating in your regular duties for 30 calendar days, the 75 working days of STD will be reinstated. In the case of a new illness, the 75 working days of STD will be reinstated immediately.

***What if I require more than 75 working days of leave from work?***

As soon as it is known that you will require additional time off work beyond STD, you will be provided with the application forms for Long Term Disability (LTD) benefits through Sun Life Financial.

***What if I am able to return to work but have restrictions/limitations that require accommodation?***

Employee Wellness will work with you, your physician and your supervisor and/or manager to determine what your restrictions/limitations are and how they can be accommodated in the workplace.

**Contact Us**

For further information about STD, please contact Employee Wellness at [employeewellness@mtroyal.ca](mailto:employeewellness@mtroyal.ca)