

## Leave Time and Procedures – Resident Checklist revised 2023 02 10

Sick Days – Salary Continuance (1-5 Consecutive Days)	Short Term Sick Leave -Salary Continuance (> 5 Days until end of appointment or 6 months, whichever occurs first)
<p><b>Immediately, EACH Day:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact your Clinical Preceptor and or Chief Resident immediately to advise of your Absence, and each day for subsequent absence, before the start of each shift to arrange for on-call coverage if necessary.</li> <li><input type="checkbox"/> Complete a Leave of Absence request in PaNDa to notify the Program Coordinator and document each day of work missed.</li> <li><input type="checkbox"/> Return-to-Work from Sick Days OR commencing the Sick Leave – Salary Continuance process if away for more than five (5) consecutive days of scheduled work.</li> </ul>	<p><b>Immediately:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact your Clinical Preceptor and/or Chief Resident immediately to advise of your absence to arrange for on-call coverage if necessary. The Program Coordinator will follow up with the resident to confirm if this has been completed and if not, they will make appropriate administrative notifications so that the service can make on-call modifications.</li> <li><input type="checkbox"/> Complete a Leave of Absence in PaNDa indicating anticipated duration of your sick leave. Dates may be edited anytime to reflect accurate return date.</li> <li><input type="checkbox"/> As soon as possible, provide Human Resources Coordinator Payroll, Pension &amp; Benefits (HR Coordinator) with a physician’s note to support the need for a medical leave from work, by emailing* <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a>.</li> </ul> <p><b>Return to Work</b> Choose <u>one</u> of the following options:</p> <p><b>1. Return to work with no restrictions or accommodations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request a Functional Abilities Form (FAF) from the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a></li> <li><input type="checkbox"/> Provide the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a> with the completed Functional Abilities Form (FAF) by the treating physician/health care provider prior to returning to work.</li> <li><input type="checkbox"/> The Resident will work with the program directly on a suitable time to return to work</li> <li><input type="checkbox"/> The resident will update final leave dates in PaNDa.</li> </ul> <p><b>2. Return to work with restrictions or accommodations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The resident works with the Senior Learner Affairs Officer (LAO)/ Assistant Dean Resident Affairs (ADRA) regarding the return to workplan. A FAF should be completed to identify restrictions, limitation, and any suggested accommodations plan. The Return to Work plan will outline any functional ability restrictions and accommodations if required in accordance with the NOSM University <a href="#">Academic Accommodations including in the Clinical Environment Policy</a></li> <li><input type="checkbox"/> A copy of the final return to work plan will be sent to the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a></li> <li><input type="checkbox"/> Resident updates final leave dates in PaNDa.</li> </ul>

**\*\*Note all confidential personal health documents are to be submitted to HR Coordinator and NOT to the Program (i.e., Program Coordinators, Program Director, or Clinical Preceptor)**

<p align="center"><b>Long-Term Disability (LTD)</b> <b>(&gt; 6 Months)</b></p>	<p align="center"><b>Pregnancy and Parental Leave</b></p>
<p><b>If Sick Leave – Salary Continuance is expected to extend beyond 6 months:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update your Leave of Absence submission request in PaNDA, indicating anticipated duration of LTD leave. Dates to be edited upon return to work.</li> <li><input type="checkbox"/> Notify HR Coordinator, then complete and submit an application for long-term disability insurance to Desjardins Insurance. <b>This should be completed 2 months in advance of the long-term disability eligibility date (i.e., after 4 months of Sick Leave – Salary Continuance).</b></li> <li><input type="checkbox"/> Connect with PARO for assistance in ensuring this process is as seamless as possible.</li> </ul> <p><b>Return to Work:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Desjardins Insurance with required documents when ready to return – to - work.</li> <li><input type="checkbox"/> Notify HR Coordinator to give return date.</li> </ul> <p><b>Choose <u>one</u> of the following options:</b></p> <p><b>1. Return to work with no restrictions or accommodations.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request a FAF form from the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a></li> <li><input type="checkbox"/> Provide the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a> with the Functional Abilities Form (FAF) prior to returning to work.</li> <li><input type="checkbox"/> The Resident will work with the program directly on a suitable time to return to work.</li> <li><input type="checkbox"/> Update final leave dates in PaNDA.</li> </ul> <p><b>2. Return to work with restrictions or accommodations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The resident works with the Assistant Dean, Resident Affairs (ADRA) and the Senior Learner Affairs Officer (LAO) regarding the return-to-work plan. A FAF should be completed to identify restrictions, limitation, and any suggested accommodations plan. The return to work plan will outline any functional ability restrictions and accommodations if required in accordance with the NOSM University <a href="#">Academic Accommodations including in the Clinical Environment Policy</a>.</li> <li><input type="checkbox"/> A copy of the final return to work plan will be sent to the Payroll Coordinator <a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a></li> <li><input type="checkbox"/> Resident updates final leave dates in PaNDA.</li> </ul> <p><small>*Please note that the date of medical eligibility to return to work is not necessarily the same as the resident start date.</small></p>	<p><b>At least 4 weeks in advance of expected leave:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit a Pregnancy and/or Parental Leave of Absence Form, including the date expected to reach 27 weeks gestation (if applicable), to your Program Coordinator.</li> <li><input type="checkbox"/> Complete a Leave of Absence submission request in PaNDA, indicating anticipated duration of leave.</li> <li><input type="checkbox"/> Contact NOSM University Payroll (<a href="mailto:payroll@nosm.ca">payroll@nosm.ca</a>) to notify them of your expected delivery date, or last day worked.</li> </ul> <p><b>On your last day paid through NOSM University payroll:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for Employment Insurance (EI) with Service Canada. NOSM U Payroll will issue the Record of Employment (ROE) directly to Service Canada following the last pay and liaise directly with residents regarding benefits.</li> </ul> <p><b>When you receive your first EI payment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send a copy of your “My Current Claim” report from your My Service Canada Account to NOSM University Payroll as proof of receipt.</li> </ul> <p><b>Return to Work:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide an updated <a href="#">Pregnancy and/or Parental Leave of Absence Form</a> in the event of any changes from the initial submission.</li> <li><input type="checkbox"/> Return to clinical duties on the date specified by your <a href="#">Pregnancy and/or Parental Leave of Absence Form</a> and your Leave of Absence submission in PaNDA.</li> </ul>

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