

Sick Leave Organizer

for members of GSU



Who is this Organizer for?

This organizer is a tool to help GSU members manage their sick leave or injury claims either through their employer or their medical insurance provider. Keeping all your sick notes, medical letters, referrals, records of phone calls, and all other materials related to your sick leave or injury claim in this organizer will help you manage your claim successfully, reduce the stress that accompanies the sick leave process, and assist you with a healthy, timely return to work.

This Sick Leave Organizer is a helpful tool for you to use, but we also strongly encourage you to contact your GSU staff representative with any questions about your sick leave claim or problems you run into during your claim.

GSU staff representatives have access to information and expertise that can help you manage your claim and ultimately allow you to focus on your personal health and recovery.



What should I track or document?

In short, everything. It is important to keep a record of all letters, notes and correspondence you receive from your employer, doctor, the medical insurance company, WCB, EI, etc. You should also track all your meetings appointments and phone calls. We hope you use this Sick Leave Organizer to keep your important information in one place, as well as to help you manage your sick leave claim.

While you are on sick leave your focus should be getting better and being able to return to work. If you are struggling to manage your sick leave claim it can add extra stress and worry, and that has the potential to put your sick leave claim in jeopardy.

We are here to help you

The role of GSU is to help our members. We will work with you to find answers questions, recommend what course of action is best to follow, and work with you to find the solutions that work for you. We will help you from the very beginning of your sick leave if you have questions (like who you should send your doctor's note to) all the way through your claim – including helping you appeal if your insurance provider denied your sick leave claim.

GSU staff representatives routinely answer questions about sick leave, such as how much information a member is required to share with their employer about the reason for the sick leave – particularly when the leave is for a very personal issue. We treat members' questions and concerns with strict confidentiality and we will only act on a member's behalf with consultation, direction, and approval by the member.

If you have questions about sick leave or any other issue, don't hesitate to contact your GSU staff rep.

How do I manage my sick leave or injury claim?

When you are off work sick or injured, your focus is on getting better and receiving the treatment you require. You must also go through the sick leave claim process either with your employer or an insurance company. These tips are important to remember and will help you with your sick leave claim.

- **Take care of yourself** – You are off work because you are injured or sick. Make sure you keep your personal health as the most important goal. Returning to work is what you should strive for, but it would be a failure if you returned to work too early, or without a proper return-to-work plan, or return when you are not well enough to succeed. Take the time you and your medical professionals say you need to be healthy enough to return to work.
- **Take notes** - Take notes at every doctor's visit, phone conversation, and face-to-face meeting you have that is related to your sick leave or injury claim.
- **Keep Copies** – Keep copies of your doctor's notes and letters. Originals can get lost and it is easier to send another copy to your insurance company than it is to visit your doctor to get another.
- **Track your Claim** – Keep a diary of what is happening during your claim. With dates and times. It is easy to forget details as time passes.
- **Communicate with Insurance Company** – Make sure to return all calls you miss from your insurance company. Do keep in contact with them as much as they ask.
- **Advocate for yourself** – The sick leave or injury claim process can seem like the focus is shifted to notes, medical information, and modified duties. Make sure you remember that this is about you and remind others that this claim process is about you getting healthy.
- **Ask for Help** – GSU staff representatives can only help if they are aware of the situation and you ask for their help. Your inquiry will be treated with strictest confidentiality and we will only act on your behalf if you ask us to.



Important Information about your illness/injury:

Include as much detail and information as you have. Include information regarding your initial injury/illness, what took place immediately following and what the treatment plan was going forward. (Dates, times, witnesses, events, actions taken, etc.)

Description of injury or illness:

Where were you when the injury occurred?

What happened and who witnessed it?

If you were injured at work, who did you report the injury to?

Contact Information

Medical Professionals:

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Insurance Provider/Case Managers:

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

Human Resources/Company Contact:

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	

GSU Staff Representative:

Name:		Phone Number:	
Address:		Fax Number:	
Email Address:		Notes:	





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