

## Accessing the Union Sick Bank

The following information is meant as a guide only. There will be extenuating circumstances in most, if not all, Union Sick Bank (USB) applications.

**Important Note:** The USB benefit is available to all Regular Full-Time and Regular Part-Time CUPE 403 members and can be accessed one (1) time every ten (10) years.

### Step 1:

If you find that you have been diagnosed with an illness or injury that requires you to be off work for an extended period of time, there is a designated path to follow.

Initially you will be required to use up all of your banked sick time. If your banked sick time does not cover the amount of time you need to recover, you have an option of using up your vacation time or banked time. This is a personal decision for you to make as it is **not** mandatory to consume your vacation or banked time prior to utilizing the USB.

### Step II:

If your medical professional decides that you still need more time, after submitting the required documentation from him or her, you will need to apply for Medical Employment Insurance (MEI) leave.

In order to complete an application for MEI benefits, you will need to go to the Township of Langley's Human Resource Division (HR) and request your Record of Employment (ROE). This will be sent electronically to Services Canada.

Please note: unless you specifically request your ROE, you will not be provided with a hard copy.

You can find information at the Service Canada website at: <http://www.servicecanada.gc.ca> search for "Medical EI benefits".

### Step III:

Prior to completing your specified term of MEI (currently fifteen [15] weeks), and if your doctor indicates that you will need more time off, you can apply for remediation from the USB.

You must contact the TOL HR Division (HR Director sharveyrenner@tol.ca) by email or letter to request access to the USB. Once your request has been approved through HR, contact will be made with the Union for additional approval. Once approved by both the employer and the Union, and after your MEI has expired, you can access the USB and receive your full salary for a maximum of sixty (60) working days.

If you use less than the sixty working days, you cannot employ the remaining days at another time.

If at some point while away on leave, you and your health care professional(s) determine that your leave will need to extend beyond the periods outlined above, there is a Long Term Disability (LTD) benefit available to you.

If HR has been kept apprised of your medical situation and it is likely that you could be off on medical leave for some time, HR will forward you an application for LTD benefits.

It is imperative that both you and your physician complete and submit the LTD information to the LTD provider (SSQ Financial Group). Even if you anticipate that you will not require LTD benefits and your return to work will be sooner rather than later, start this process anyway! By submitting your LTD information it will ensure that, in the event your medical situation changes and you are unable to return as planned, the process to access LTD will at least be underway.

Please be advised that there are very specific timelines and information requirements for a member to access this benefit. Contact the Local at 604.530.6185 or at [cupe403@telus.net](mailto:cupe403@telus.net) for more information if it appears you will need longer coverage.

**Important Information (re: doctor's note requirements):** Please note that there are very specific matters which your doctor's note must cover, and also information that you are **not** required to submit. Union officials are available to guide you through the process and answer any questions.