

STEP 3 INSTRUCTIONS

Absence Details



Click on the  icon in the top left corner for more information



Step 3 Absence Details

Your employee may have already been off work, or time away in the future may or may not be required. This page will help you keep track of absence details if applicable to this file.

After completing the form click the  button on the right to proceed. Your information will be saved.

Absence Details

Does/did the employee require time off work?*

Yes

No

Absence start date:*

DD-Mon-YYYY



Absence End Date/Next scheduled medical appointment if return to work date unknown:*

DD-Mon-YYYY



- 1 Identification Information ✓
- 2 Absence Activity ✓
- 3 Absence Details
- 4 Absence Start/End Date/Return to Work Details
- 5 Absence Planning
- 6 Absence Closure/Authorization



Your employee may have already been off work, or time away in the future may or may not be required. This page will help you keep track of absence details if applicable to this file.

After completing the form click the button on the right to proceed. Your information will be saved.

Absence Details

Does/did the employee require time off work? Yes No

Absence start date:*

Absence End Date/Next scheduled medical appointment if return to work date unknown:*

During the employee's absence, remain in regular contact with the employee. This may include telephone calls, email, invites to workplace events, etc.

Is the employee's absence expected to extend longer than 6-8 weeks? Yes No

Go to "Actions" on the right side of the page and then click "Contacting HRBP" to send off an email. Consult your HRBP to determine what type of leave the employee should be put on: (DLOA/IDLOA)

HRBP advice:*

Are there concerns regarding the validity of the duration the Licensed Healthcare Provider has indicated for the leave? Yes No

Waiting on HRBP Advice

The screenshot displays a web application interface for 'Be at Work' with the following elements:

- Header:** 'Be at Work' logo on the left and 'PSC' logo with search and help icons on the right.
- Left Navigation Panel:** A vertical list of steps: Step 1 (Identification Information), Step 2 (Forms Activity), Step 3 (Absence Details), Step 4 (Stay at Work/Return to Work), Step 5 (Phase I and II Planning), and Step 6 (File Closure/Notification). Below the steps are links for 'Account', 'Notifications', 'Go to my profile', and 'Log Out'.
- Main Content Area (Step 3):**
 - Title:** 'Absence Details'
 - Status:** A grey box containing the text 'Waiting on HRBP advice'.
 - Text:** 'Type of Absence: Absence greater than 5 consecutive work days/shifts', 'Case ID: 0137', and 'Employee Name: [Redacted]'.
 - Instructions:** 'Your employee may have already been off work in the future may or may not be required to file a form. We will keep track of absence details if applicable to this file. After completing the form click the [arrow] button on the proceed. Your information will be saved.'
 - Form:** A section titled 'Absence Details' with the question 'Does/did the employee require time off work?' and 'Yes' and 'No' buttons.
- Right Side:** A vertical toolbar with navigation icons (back, forward, refresh, etc.).
- Bottom:** A footer with the text 'absent-emp-inf-system@101, 01' on the left and '100%' on the right.

A green arrow points to a small icon in the center of the screen, which is part of a 'Contacting HRBP' dialog box. The dialog box has a title bar 'Contacting HRBP' and a list item 'File for DLOA form'.

Example of Email to HRBP when requesting Advice

Email Example of Step 3

From: itrac@fci.ca [mailto:itrac@fci.ca]

Sent: Friday, May 11, 2018 8:40 AM

To: IHWB PSC, [REDACTED]

Subject: Be at Work Case File # 0307

A manager in 033 Ministry has identified concerns with one of their employees regarding an extended medical absence. Contact the manager to obtain further details to assist.

Be at Work

- Step 1 Identification Information ✓
- Step 2 Forms Activity ✓
- Step 3 Absence Details
- Step 4 Stay at Work/Return to Work Des
- Step 5 Phase I and II Planning
- Step 6 File Closure/Authorization

Account - 44733

Notifications 11

Go to my profile

Log Out

Absence start date:* 01-Oct-2018

Absence End Date/Next scheduled medical appointment if return to work date unknown:* 20-Oct-2018

During the employee's absence, remain in regular contact with the employee. This may include telephone calls, email, invites to workplace events, etc.

Is the employee's absence expected to extend longer than 6-8 weeks? Yes No

As long as the employee has sufficient sick leave, there is sufficient medical that supports the health related absence and the definite return is within 6-8 weeks, inform the employee in writing (e.g. letter, email, etc.) the date and time he/she is expected to return, and that if medical restrictions change between now and the expected date of return to take Form 111 (or a prepared Licensed Healthcare Provider letter) to their Licensed Healthcare Provider and return the complete form at least two business days before the expected date of return. Contact your HRBP for assistance if required.

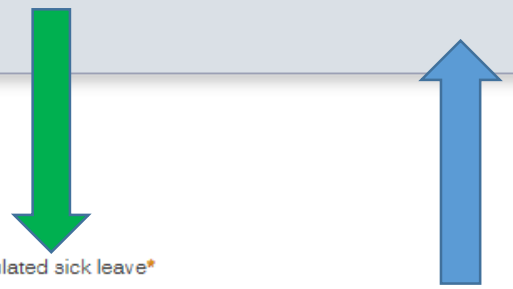
Are there concerns regarding the validity of the duration the Licensed Healthcare Provider has indicated for the leave? Yes No

Contact HRBP for further advice.

HRBP advice:*

Amount of calculated sick leave*:

Select "notify manager" from the action button to the right of this screen once you have provided your advice.



Save

Next

Prev

Controls

Actions

Files

- 1 Identification Information
- 2 Absence Activity
- 3 Absence Details
- 4 Return to Work Details
- 5 Financial Planning
- 6 Closure/Authorization

Absence start date:* 08-Oct-2018

Absence End Date/Next scheduled medical appointment if return to work date unknown:* 15-Nov-2018

During the employee's absence, remain in regular contact with the employee. This may include telephone calls, email, invites to workplace events, etc.

Is the employee's absence expected to extend longer than 6-8 weeks?

Yes No

As long as the employee has sufficient sick leave, there is sufficient medical that supports the health related absence and the definite return is within 6-8 weeks, inform the employee in writing (e.g. letter, email, etc.) the date and time he/she is expected to return, and that if medical restrictions change between now and the expected date of return to take Form 111 (or a prepared Licensed Healthcare Provider letter) to their Licensed Healthcare Provider and return the complete form at least two business days before the expected date of return. Contact your HRBP for assistance if required.

Are there concerns regarding the validity of the duration the Licensed Healthcare Provider has indicated for the leave?*

Yes No

Amount of calculated sick leave*

300 HRS

Does employee have sufficient sick leave to cover the expected absence?*

Yes No

Inform the employee of options for financial assistance. Options include Employment Insurance Sickness Benefits and applying for long term disability (LTD). If this is an in-scope employee, advise him/her to contact their Shop Stewart for assistance. Out of scope employees can be assisted by HRBP.

[Government of Canada/Service Canada](#)
[Public Employee Benefits Association \(PEBA\)](#)
[LTD](#)

(CUPE link under construction and will be provided later)