

# Booking Off (Short or Long Term)

Sick, Injured, etc.?

Call to Book Off with Staffing: 403-287-4242

## 1 Tour or Less?

You do not require an APS (Attending Physician Statement) or doctor's note. No documentation required

Longer than 1 Tour?

2 consecutive 24 hour shifts

### STD – Additional Information

Short-Term Disability

You have 119 consecutive days of short term coverage @ 90% pay beginning the first day you book off. Homewood Health is your short term provider.

1. See your doctor to have them fill out an APS (Attending Physician Form, FD1355).
2. Submit APS Form to: Homewood Health Inc.  
Fax# 1-866-460-4645
3. Make Disability Management aware-  
Email: [fireabilitymanagement@calgary.ca](mailto:fireabilitymanagement@calgary.ca)

### LTD – Additional Information

Long-Term Disability

After 119 days off, you will shift from short STD (Short Term Disability) to LTD (Long Term Disability). SunLife is our long term disability provider.

1. It is important to note that you will receive an LTD package (SunLife Plan Member Statement/SunLife Specific APS) within 10 weeks into your short term book-off.
2. If you will be or, will possibly be off longer than 119 consecutive calendar days (not shift days), it is important to fill out and submit your LTD package to SunLife as soon as possible to avoid any payment interruptions or delays.

SunLife pays out @ roughly 67% of your wage. However, it is taxed differently and is very comparable to your short-term disability package

# Sickness & Accident (S&A) benefits for IAFF 255 members Information sheet

## Applying for Sickness & Accident (S&A) benefits

If you are absent due to medical reasons, notify Records at 403-287-4242 on the first day of absence or earlier if possible (e.g. night before). During your illness, update your supervisor on your ability to return to work.

An IAFF member on a platoon schedule and absent from work for **greater than two consecutive working days will be required to submit The City of Calgary's Attending Physician's Statement (APS) form (FD 1355), PRIOR to any S&A pay entitlement decisions beyond four days.** This form is available from any fire station, the Disability Management section at Fire, your supervisor, Records, or by contacting the HR benefits liaison. The APS needs to be accurately and fully completed by your physician and signed by both you and your physician. It is the employee's responsibility to ensure the form is faxed directly to Homewood Health at 1-866-460-4645. When the APS is received at Homewood Health, they will review and adjudicate the claim. If Homewood Health requires further information, they will contact you by phone.

**To ensure confidentiality, under no circumstances is the Attending Physician's Statement form to be given to your supervisor or fellow employees.**

Fees charged for the completion of the Attending Physician's Statement forms can be submitted to Alberta Blue Cross for reimbursement subject to a maximum dollar amount per statement. Complete a Health Services Claim form (ABC 20039) and attach original receipt.

## **Travel while on disability**

While on S&A, you are expected to reside at your normal place of residence in order to be available to participate actively in rehabilitation, alternate work opportunities or medical assessments. Should you need to travel while on S&A, you must notify your case manager at Homewood Health and have your physician complete a Request to Travel form indicating that no treatment plans, medical appointments, rehabilitation activities or alternate work opportunities are anticipated. Authorization must be obtained at least seven calendar days **in advance**. Absences may be permitted for up to five calendar days. For longer absences during an S&A claim, you will be required to take an unpaid leave of absence for the entire period of time, however, may request a vacation payout. Any such absences do not extend the 119 day S&A period.

## **Return to Work**

Homewood Health will stay involved throughout your claim and if necessary will work together with you, your supervisor and the disability management coordinator to assist with your transition back to work. If a Return to Work with Restrictions form (X428) is required, have your physician complete the form and forward it to Homewood Health, your supervisor and the disability management coordinator. Your restrictions will be reviewed and a timely return to work plan will be implemented. If your physician charges you for completing this form, you may receive reimbursement up to \$15 by forwarding a copy of your invoice and a copy of the RTW form to HR Pay Services.

## **Recurrent S&A claims**

If you return to work from a disability and book off for the same disability within 12 weeks, this may be considered a recurrence under the S&A plan. This means that the previous claim may count in determining your long term disability date.

## **Long Term Disability (LTD)**

After 10 weeks of S&A, Homewood Health will forward a Long Term Disability application package to you. The LTD package is to be completed and forwarded to Sun Life Financial, the carrier for Long Term Disability benefits. The LTD forms should be completed even if you anticipate returning to work in a modified or light duty capacity, as any absence while in the LTD cycle may be covered by Sun Life.

## **Questions?**

If you have any questions regarding S&A or LTD benefits, ask your supervisor or contact the following:

### **Homewood Health**

Phone: 403-705-2024

Fax: 1-866-460-4645

### **HR Benefits Liaison**

Phone: 403-305-7828

### **Ability management coordinator**

Phone: 403-268-8744 or 403-287-4238