

## Frequently Asked Questions

### **I received a letter about my sick time usage. Am I in trouble?**

No. All regular employees that have absence rates higher than their peers but below 20 per cent absenteeism are receiving packages containing information about their sick time.

The letter is for information purposes only. The key goals are to:

- Inform you of your sick time usage
- Provide education around the fact that your sick bank is your short term disability plan.
- Offer services and support to staff who may have chronic health illnesses and injuries and, as a result, are depleting their sick time.

### **What should I do if I receive a letter?**

It is important to read through the documents provided in your individualized package. It will give you key information about:

- Your current sick time or absence rate (based on the previous 12 month period) and how you compare to your peers.
- How to access assistance through the Absence and Disability Management (ADM) Team should you need it.
- A summary of low or no-cost health resources.

### **How often are my absence rates reviewed?**

Absence rates are reviewed every three months. If you received an initial letter, you can expect to receive a follow-up letter advising you how your absence rate has changed.

### **What is my peer group?**

All employees at Fraser Health are compared to the average absence rate of their peer group. Your peer group is comprised of all employees under the same Bargaining Association and therefore in similar roles to you within the organization (ie. NBA, FBA, HSPBA, CBA, Excluded Staff).

### **How is the absence rate calculated?**

Your absence rate is calculated from your paid and unpaid sick time usage in the last 12 months. This does not include time related to any extended absence due to injury/illness where you were enrolled in Disability Management Services and working with the Absence and Disability Management team.

For example, if you broke your leg last year and were off for two months and were formally working with Absence and Disability Management to assist in your recovery and return to work, that two months of sick leave is removed from your calculation.

**9/15/2022****Do I need to explain or tell someone what my sick time from last year was for?**

If you have received a package, there is no requirement to connect with Absence and Disability Management to provide information to explain your reason for taking sick time. For example, if you had the flu for two weeks and your sick time usage is higher as a result, we don't need to know. The letter is for your information only.

**I already submitted medical information for my chronic medical condition. Why am I receiving this package?**

All employees with higher than peer average absence rates will receive a letter, regardless of their individual situation.

The package and letter is for information and education purposes.

We want staff to be aware of how much time they have in their sick bank so they can be prepared for unforeseen events, such as having to take an extended or long term absence from work.

Staff who need to go on long term disability may have to wait up to five months to receive their first payment. If they do not have enough sick time in their bank, this may cause them financial hardship.

We are particularly concerned about staff who have chronic illnesses and injuries as they tend to deplete their sick time faster and then if their condition leads to them have to go on long term disability, they have nothing left in their bank. We want to help get ahead of these situations and try to see how we can support those staff and prevent this from happening.

We're encouraging staff to come forward and seek assistance early to minimize the impact of a chronic condition on their lives. This could help prevent the depletion of their sick bank, which could be needed as a short-term disability plan in the event of an unforeseen circumstance that requires a longer-term absence from work.

**I think my chronic illness and/or injury is impacting my absence. What resources are available to me?**

Refer to the contents of the package you received and complete the form for a referral to the Absence and Disability Management team.

**I am struggling with chronic illness/injury at work, but my attendance has not yet been impacted. What can I do?**

If you feel your injury or illness is starting to impact your work, it is important to discuss your concerns with your physician and review your overall treatment plan. Fraser Health also offers a number of [employee health and well-being resources](#) that may be of assistance. Browse through and see what might work for you.

**Why is maintaining a sick bank so important?**

There is no short term disability coverage plan in health care. Your sick time bank acts as a financial safety net for you in the event that you have a significant medical event that causes prolonged absence from work or requires long term disability (LTD) coverage.

More than 80 per cent of Fraser Health staff who had to apply for long term disability last year did not have sufficient time in their sick time bank to pay them for the duration of their long term disability qualifying period.

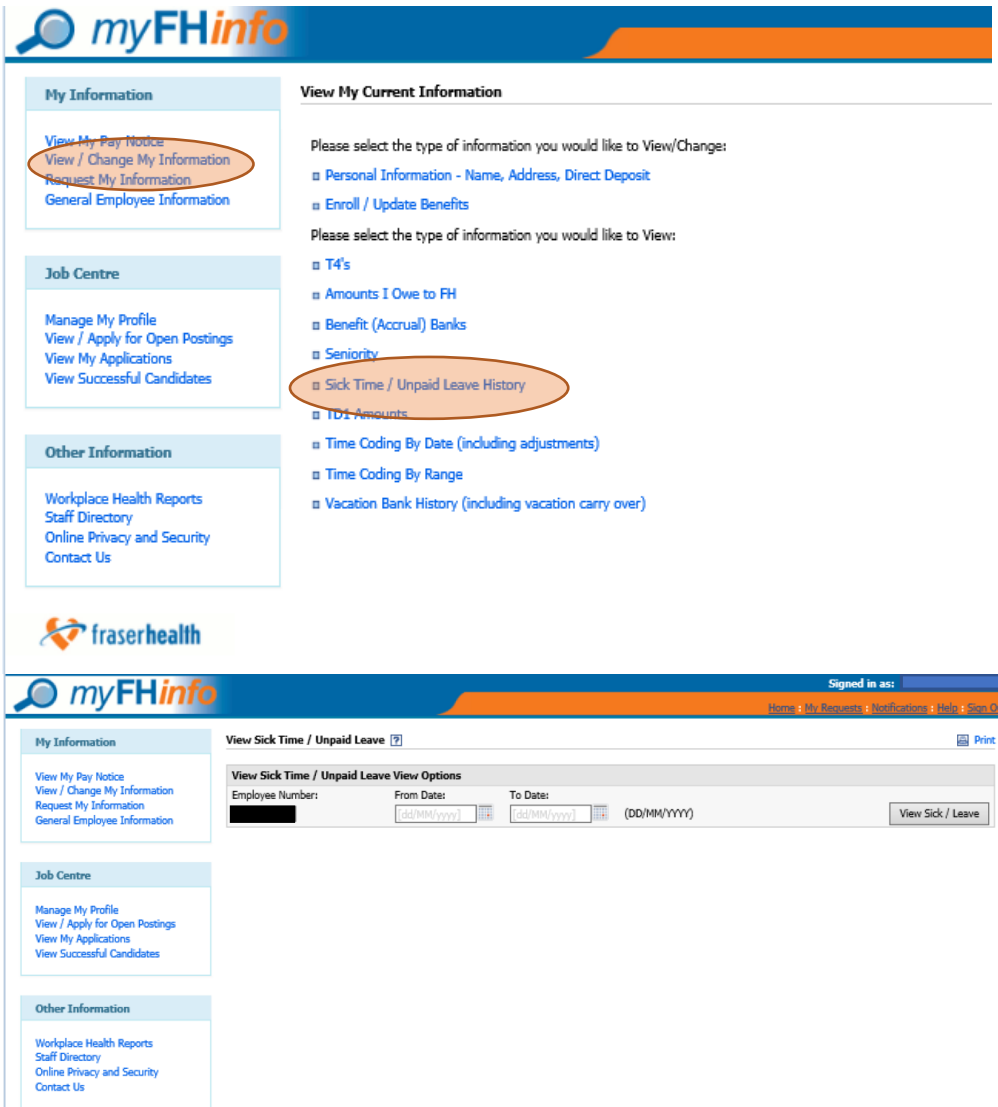
It is your sick time bank that will allow you to be paid during your four to five month qualifying period for long term disability. You need between 86 to 108 days in your sick time bank to pay you until long term disability starts.

9/15/2022

I was surprised to see my absence rate, I didn't think I used that much sick time last year.

You can use myFHinfo to look up your sick time coding from last year and review.

- Log into myFHinfo:
- ➔ View/Change My Information
  - ➔ Sick Time/Unpaid Leave History
  - ➔ Enter a date range and review your coding



The screenshot shows the myFHinfo interface. On the left, there are navigation menus for 'My Information', 'Job Centre', and 'Other Information'. The 'My Information' menu includes 'View My Pay Notice', 'View / Change My Information', 'Request My Information', and 'General Employee Information'. The 'Job Centre' menu includes 'Manage My Profile', 'View / Apply for Open Postings', 'View My Applications', and 'View Successful Candidates'. The 'Other Information' menu includes 'Workplace Health Reports', 'Staff Directory', 'Online Privacy and Security', and 'Contact Us'. The main content area is titled 'View My Current Information' and contains two sections: 'Please select the type of information you would like to View/Change:' and 'Please select the type of information you would like to View:'. The first section lists 'Personal Information - Name, Address, Direct Deposit', 'Enroll / Update Benefits', and 'T4's'. The second section lists 'Amounts I Owe to FH', 'Benefit (Accrual) Banks', 'Seniority', 'Sick Time / Unpaid Leave History', 'TD1 Amounts', 'Time Coding By Date (including adjustments)', 'Time Coding By Range', and 'Vacation Bank History (including vacation carry over)'. The 'Sick Time / Unpaid Leave History' option is circled in orange. Below this, there is a screenshot of the 'View Sick Time / Unpaid Leave' page. This page has a 'View Sick Time / Unpaid Leave View Options' section with fields for 'Employee Number', 'From Date', and 'To Date'. The 'View Sick / Leave' button is highlighted.

## More questions?

If you have questions about your sick time or Attendance Support, please talk to your manager or contact a member of the Absence and Disability Management team at [Attendance.Support@fraserhealth.ca](mailto:Attendance.Support@fraserhealth.ca).