



Workplace Injury or Illness and Medical Leave FAQ

What do I do if I become injured or ill at work?

- 1) Seek medical/first aid
- 2) Tell supervisor
- 3) Fill out WCB 6A (ALWAYS keep a copy and give a copy to the supervisor)
-----If time is lost-----
- 4) PHONE WCB dial a claim to start the claim – write claim number on top of your 6A
- 5) Contact [SIP](#) (WCB does not cover pension contributions, SIP does)
- 6) Contact the local for extra help
- 7) Contact BCTF health and wellness

If WCB approves my leave do I still need to apply for [SIP](#)?

Yes. You will need to still apply for [SIP](#) as WCB does not cover your pension contribution.

Are there any other programs that can help me while I am off or when I have returned to work?

The BCTF has a Health and Wellness program that can help while you are off, returning to work and working full time. The program can also help with ergonomic assessments, so your workstation is comfortable and contributes to your health.

I do not have a workplace injury, but my medical team has advised me to take a medical leave. What should I do?

You will need to provide the employer with a doctor's note. The employer will have further forms (vetted by BCTF) that they will want filled out by your doctor.

**YOU must apply for [SIP](#) to continue getting paid. The employer does not apply on your behalf. **

SIP will only be paid on a medical leave that is approved by the employer.

How long does my [SIP](#) last?

[Short-term SIP](#) lasts for 120 days. After the 120 days, an insurance company (Great Canadian Life) administers the Long-Term Disability plan.

Are there other services I should access?

EFAP counselling can be accessed at anytime. You also have \$1000 in Pacific Blue Cross benefits for Psychologist or Registered Clinical Counselling.