



APPLICATION INFORMATION FOR SICK CREDIT POOL ONTARIO LIQUOR BOARD EMPLOYEES DIVISION

As a member of OPSEU's Liquor Board Employees Division, you can apply for the Sick Credit Pool if:

- You have used **all** other credits, both attendance/sick and vacation; AND
- Have available sick credits in the pool.

Note: If you are on a leave longer than three weeks, you must have exhausted your Employment Insurance entitlement.

To apply, you need to complete the attached application and provide supporting documentation. The following must be submitted:

- a) The application form;
- b) Authorization form allowing LCBO to disclose personal attendance information to OPSEU;
- c) A statement from your doctor. This statement need not have your diagnosis; rather it is a statement that you are under the care of a doctor for a medical condition and the date your doctor anticipates you will be returning to work;
- d) A completed statement promising to pay back the sick credit pool when you return to work.
- e) Applicants may be required to submit further medical certificates and/or other data or releases required for review purposes.

Please review the application information and complete, in full, the attached forms and return to the Sick Credit Pool Coordinator.

Once your application has been processed and approved, the Sick Credit Pool Coordinator will notify the LCBO to make payment. LCBO will make payment via direct deposit and will be made on the next pay date that is open for processing. In addition, the Sick Credit Pool Coordinator at OPSEU will send you an email (where available) advising of the approval. If email is not available, a letter will be sent to your home.

If your application is not approved or if more information is required you will be contacted.

Once you have returned to work, you will be required to repay the advanced amount. Repayment is made by deducting 5 days of your attendance credits per year until the full amount is repaid. For example, if you are normally awarded 15 attendance credits per year, while re-paying the sick credit pool, 5 will be directed toward the pool and the 10 remaining days will be available to you for use.



Summary of Rules:

Leave less than 3 weeks

- Must use all attendance and vacation credits first.
- If more days are needed before returning to work, the Sick Credit Pool can grant the number of days needed to a maximum of ten (10) days.

Leave greater than 3 weeks:

- Must use all attendance and vacation credits first.
- Must have exhausted Employment Insurance (EI) benefits.
- Once EI is exhausted (15 weeks) and if you still require more days before you are eligible for Long Term disability (LTIP), then the Sick Credit Pool can grant the number of days needed to a maximum of thirty-five (35) days total.

A member cannot borrow any more than 35 days total. For example, if you previously had been granted 35 days and had paid back 10 days to the pool, only 10 days will be available to be borrowed.

Please return application and all required information/documentation to:

Luc-Joel Ciza
Sick Credit Pool
Pension & Benefits Department, OPSEU

Please forward your application to one of the following:

Email: lciza@opseu.org or C/O jgirolami@opseu.org

Fax: 905-712-3009

Mail: OPSEU
5757 Coopers Ave
Mississauga ON L4Z 1R9
Attn: Sick Credit Pool

For questions regarding the Sick Credit Pool, please contact Luc-Joel Ciza via email at lciza@opseu.org or by calling the OPSEU at 416-443-8888 or 1-800-268-7376 ext. 3562.



**RULES FOR THE SICK CREDIT POOL
ONTARIO LIQUOR BOARD EMPLOYEES DIVISION**

1. Must be a full-time employee within the bargaining unit and completed his/her probationary period. This includes seasonal workers who have attained 12 months of accumulated service.
2. All other benefits including attendance and vacation credits must first be used. NOTE: For those who are off for 3 weeks or more you must first apply for and collect Employment Insurance (EI). Normally, there is a 2 week waiting period for Employment Insurance where you will not be paid, however, this waiting period can be waived if you have received sick leave pay; please inquire with the Employment Insurance office to see if this might be an option for you.
3. The maximum number of days that anyone may borrow is thirty-five (35) days. In the event that an applicant re-applies, outstanding days shall be deducted from the maximum.
4. Credits borrowed from the pool must be repaid when the borrower returns to work. Days are repaid at the rate of 5 days per year. These will be deducted from your attendance credits. For example, if you would normally receive 15 days of attendance credits, each year you are repaying the pool you will only be able to use 10 days of attendance credits.
5. Applications can be submitted prior to the termination of all other credits but consideration will also be given to applications submitted after one returns to work.
6. Disqualification can result from a frivolous use of the sick credits or false statements on the application.
7. No disciplinary action will be covered by the pool; but this will not be deemed to extend to illness recovery programs.
8. The contribution of one (1) day by each new employee within the bargaining unit will take place one month after their appointment date.

NOTE: ANY FALSE STATEMENTS AUTOMATICALLY DISQUALIFIES THIS APPLICATION FROM CONSIDERATION.



APPLICATION FORM FOR SICK CREDIT POOL
ONTARIO LIQUOR BOARD EMPLOYEES DIVISION

Name: Store:

Home Address:

Home Telephone: Cell Phone:

Email Address:

Nature of Illness:

Date Started Full-Time with LCBO:

First Day off from Work Due to Current Illness

Anticipated Return to Work Date:

Credits Used from First Day of Illness:

Attendance: Vacation:

WSIB Benefits: Have you applied?: Yes No
If yes: Approved Denied Approval or Denial not yet Received

E. I. Sickness Benefits: Have you applied? Yes No
If yes: Approved up to:

C.P.P Disability Benefits: Have you applied? Yes No
If yes: Approved Denied Approval or Denial not yet Received

Long Term Disability (LTIP): Have you applied?: Yes No
If yes: Application Date:

Approved Denied Approval or Denial not yet received

If approved, date your LTIP will commence:

Any Other Benefits being received?:

DISQUALIFICATION CAN RESULT FROM A FRIVOLOUS USE OF SICK CREDITS. ANY FALSE STATEMENTS AUTOMATICALLY DISQUALIFIES THIS APPLICATION.

Signature: Date of Application:



**SICK CREDIT POOL PAY BACK FORM
ONTARIO LIQUOR BOARD EMPLOYEES DIVISION**

I hereby agree to pay back any days received by the OPSEU, Liquor Board Employees' Division, Sick Credit Pool.

I understand this will be paid back at the rate of 5 days per year by deducting these days from my yearly attendance credit entitlement.

Signature: _____ Date: _____

Witness Signature: _____ Date: _____



**SICK CREDIT POOL AUTHORIZATION FOR INFORMATION RELEASE
ONTARIO LIQUOR BOARD EMPLOYEES DIVISION**

Name: _____

Home Address: _____

LCBO Dept/Store Number: _____

Signature: _____

Witness: _____

Date: _____

I authorize the Personnel Department to release information that relates to the Liquor Board Employees Division (OPSEU) Sick Credit Pool, such as:

1. Attendance Credits;
2. Vacation Credits;
3. Date LCBO anticipates return to work;
4. LTIP – Approximate Date of Approval/Eligibility;
5. Workplace Safety & Insurance Board;
6. Any other benefits being received;
7. C.P.P. Re: Disability payments; AND
8. Record of Employment (ROE).