

## CHECKLIST:

# What to do when your employee provides sick notice in Alberta

Designed specifically for small and medium-sized business owners in Alberta, this checklist walks you through managing employee sick leave. Navigate an employee's absence with confidence, ensuring you support your team's wellbeing while maintaining operational continuity and compliance.

### 1. Immediate response

- ☐ Acknowledge notification promptly with empathy
- ☐ Thank the employee for informing you
- ☐ Express support for their recovery
- ☐ Ask about expected duration of absence (if known)
- ☐ Determine if a medical note is needed based on company policy
- ☐ Review eligibility and available leave options with your employee (unpaid sick leave, Short-Term Disability (STD) and Employment Insurance (EI))
- ☐ Document the notification (date, time and expected duration)

### 2. Communication and information gathering

- ☐ Clarify the company's process for sick leave
- ☐ Request only appropriate information:
  - Expected duration of absence
  - Functional limitations related to work duties, if relevant
  - Whether they can work in any capacity during recovery
  - Personal lifestyle information
- ☐ Document any medical information voluntarily shared by the employee in a secure, confidential file

#### Do NOT request:

- Medical diagnosis or specific condition details
- Full medical records
- Unrelated personal lifestyle information

### 3. Coverage planning

- ☐ Determine essential tasks that need coverage
- ☐ Create a temporary work redistribution plan
- ☐ Communicate necessary information to team members while respecting the absent employee's privacy
- ☐ Notify clients or customers if needed (without sharing medical details)
- ☐ Set up communication protocols during the employee's absence

### 4. For extended absences

- ☐ Issue Record of Employment (ROE) promptly if leave will exceed a week
- ☐ Provide information about EI sickness benefits if applicable
- ☐ If you have group benefits, provide information about STD application process
- ☐ Maintain regular, supportive check-ins with the employee
- ☐ Document all accommodation discussions and agreements



## Return-to-work planning (when appropriate)

- ☐ Have a collaborative conversation about return-to-work capabilities
- ☐ Request a [Functional Abilities Form \(FAF\)](#) be completed, if needed
- ☐ Create a written return-to-work plan including:
  - ☐ Temporary duties or modifications
  - ☐ Reduced hours if applicable
  - ☐ Required accommodations
  - ☐ Timeline for reassessment
- ☐ Share the plan with necessary team members
- ☐ Schedule a follow-up meeting to assess progress

## Long-term absence considerations

*If the absence may exceed STD period:*

- ☐ Notify Long-Term Disability (LTD) provider **within 8 weeks**
- ☐ Help coordinate paperwork for transition to LTD
- ☐ Discuss continuation of benefits during extended leave
- ☐ Maintain documentation of all accommodation efforts
- ☐ Set calendar reminders for important dates and follow-ups

## Documentation best practices

- ☐ Keep all medical information separate from regular personnel files
- ☐ Limit access to confidential information to only those who need to know
- ☐ Document dates of all communications and accommodations discussed
- ☐ Record any modifications to duties, schedules or workplace
- ☐ Save copies of all formal documentation (medical notes, accommodation plans, etc.)

## Legal compliance reminders

- ☐ Ensure compliance with Alberta Employment Standards [rules regarding job-protected leave](#)
- ☐ Follow duty to accommodate requirements under [Alberta Human Rights Act](#)
- ☐ Apply policies consistently to avoid claims of discrimination
- ☐ Consider consultation with legal counsel for complex situations

This checklist is provided for general information purposes only and does not constitute legal advice. For specific guidance regarding your situation, we recommend reviewing government resources for the most current regulations. Employment standards are subject to change.

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