

# SICK LEAVE PLAN

EMPLOYEE'S STATEMENT (To Be Completed By Employee / Fax (250) 364-4304)



**PART 1**

Employee Name:		Empl #:		Shift:
Address:	Phone #: (     )			
	Date of Birth:			
	Occupation:			
	Supervisor:			

**PART 2**

<b>A</b>	Is Disability due to (please circle one):	HOSPITALIZATION	PROCEDURE	SICKNESS	ACCIDENT
Date first unable to work due to disability:			Expected return to work date:		
Has or will a claim be filed with the Worksafe BC?				YES	NO
<b>B</b>	Attending Physician:		Date of First Visit:		
	Hospitalized?	YES	NO	Admitting Physician:	
	Admission Date:		Discharge Date:		
<b>C</b>	Were you working for another employer during the period claimed?			YES	NO
	If yes, give details including source and amount of benefit .				
<p><i>I declare all the information I have given on this report is true and correct. I understand to work and earn income while receiving Basic Sick Leave Benefits without advising Claims and Disability Management at Teck Metals Ltd., Trail Operations is not permitted.</i></p>					
Employee Signature:			Date:		

<b>FOR INTERNAL USE ONLY (Do Not Write Below This Line)</b>					
BSL #	Continuation? Y/N	APSS Sent?	Physician:		
Wage:	LSW:	VAC:	AIP? Y/N		
Claims in 12 months:		Waiting Period:			
BSL 1 <sup>st</sup> Payment		BSL Last Payment			
01 ACTIVE END		WSBC Undertaking Signed?			
		ICBC Undertaking Signed?			
09 SICK LEAVE		LTD Undertaking Signed?			
20 SWB		Disability Insurance Forms?			
<b>CLAIM CLOSED</b>					
Date RTW:		Duties:	REG	C-86	
# Shifts Missed:		BSL Top-Up?			

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PRIVATE PHYSICIAN REPORT TO EMPLOYER (Fax to 250-364-4304)



<b>Employee Name:</b>		<b>Empl #:</b>	
<i>I authorize physicians, hospitals and insurers to release information with respect to the illness/injury for which I have applied for basic sick leave benefits. This authorization is only for information relevant to the claim and I understand that Teck Metals Ltd. will keep such information confidential solely for the purposes of the claim.</i>			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>To Be Completed By Private Physician</b>			
What medical restrictions/limitations are there that disable the employee from doing their normal job?			
Has or will a claim be filed with Worksafe BC?		YES	NO
Date of Injury/Sickness for this claim:			
Date of First Visit for this claim:		Date of Latest Visit/Treatment for this claim:	
Date Admitted to Hospital:		Date Discharged From Hospital:	
Is the employee following a treatment plan?		YES	NO
Is the employee in receipt of medications that will impact on the employee's ability to work?		YES	NO
<b>Current Medical Status (Please complete one of the following)</b>			
Recovered - May return to work with no limitations.		<i>Date:</i>	
Partially Recovered - May return to work with the following limitations:		<i>Date:</i>	
These limitations are in effect until:		<i>Date:</i>	
or until employee is reassessed on:		<i>Date:</i>	
Totally Incapacitated-employee will be re-assessed on:		<i>Date:</i>	
Target date for return to work:		<i>Date:</i>	
<b>Physician's Signature:</b>		<b>Date:</b>	
Physician's Name <i>(please print)</i> :		Address:	