



# Take care of what matters most.

## Disability Leave Checklist

### Types of disability benefits:

#### Short-Term Disability (STD)\*

STD benefits provide 67% of your base pay up to a maximum of 17 weeks (16 weeks of STD benefits and 1 week elimination period).

*\* If you're a regular full-time or part-time employee scheduled for 20 hours a week or more, you're eligible for STD insurance, which covers absences of more than 5 consecutive days for the same illness or disability. You cannot use STD for a workplace illness/injury. You must report incidents of work-related illness or injury to the Safety, Health & Environment department immediately.*

#### Long-Term Disability (LTD)

If you qualify, LTD benefits start once your STD benefits have run out, which is after 17 weeks of disability. LTD benefits continue for as long as you are totally disabled (up to age 65) and under the care of a medical doctor. LTD benefits are paid as follows: 70% of the first \$2,000 of your monthly pre-disability pay, 55% of the next \$1,500 of your monthly pre-disability base pay and 45% of your base pay up to a maximum of \$12,000. Your assigned Case Manager at Sun Life will provide you with more information closer to the transition date, if applicable.

## How to submit a claim

- ☐ The **Plan Member Statement** and **Disability Insurance Medical Statement (DIMS)** (formerly Attending Physician Statement) are required for absences of more than 5 consecutive business days for the same illness or disability.
  - You can submit your completed forms:
    - In the Sun Life mobile app, through the 'Documents' feature.
    - By email to [disabilityclaims@sunlife.com](mailto:disabilityclaims@sunlife.com).
    - By fax to the number on the forms (office nearest your location).
  - Please provide the required documentation (void cheque) to Sun Life outlined in section 6 of the Plan Member Statement to have your disability benefits directly deposited into a chequing account. Otherwise, Sun Life will mail you a cheque, which will delay your payment. (The Sun Life disability department is separate from the Sun Life group benefits department, so they do not have your banking information on file.)
  - You'll need the following information to complete the form:
    - Employee/Member ID:** Your Workday ID (can be found on your Sun Life health card or by accessing your Workday profile > Ecosystem > Workday (connect to VPN) > View profile (icon on top right) > listed as employee ID
    - Contract:** 83975
    - Billing Group:** 01
    - Plan Sponsor (company):** AECOM
    - Plan Sponsor Contact:** Katy Veilleux
- ☐ You must also complete the **STD Request Form** (available on Ecosystem) and return it to **Katy Veilleux** to ensure your leave of absence is recorded in Workday and the Plan Sponsor (Employer) Statement is submitted to Sun Life Financial for your claim. Reach out to **Katy Veilleux** if you have any questions about the disability leave process.
- ☐ The Sun Life Financial claims assessment process usually takes about 5 business days after all the forms have been received. Sun Life will notify you (the plan member) and AECOM Benefits of the status once a decision has been made.
- ☐ When the Benefits team (Plan Sponsor Contact) receives the STD Request Form, they will enter tentative leave dates in Workday (start date will be after the 5-day elimination period) and send the completed Plan Sponsor (Employer) Statement to Sun Life Financial.

# STD leave checklist

- ☐ Notify your manager as soon as possible when going on medical leave and keep them updated on your return-to-work date (or estimated date), when possible, for planning purposes (no confidential medical information will be requested).
- ☐ **Timesheet instructions:** There is a one-week elimination period (5 business days) before STD benefits begin. The first 5 business days of the leave should be coded as FTO-sick time on your timesheets. Starting on day 6 of the leave, there shouldn't be any earnings from AECOM as it would be covered by Sun Life under the STD program. Please follow the instructions below.

Workday Project	Workday Task	Workday Type
04001001	100	Sick_FTO Sick
Sun Life, AECOM's disability administrator, will become the source of your STD payments after the 5-day elimination period. You do not need to complete timesheets after the first 5 days, unless the leave starts in the middle of the week — in this case, you can use the LOA code for the remainder of the week (starting on day 6): Project: 0400100, Task: 60, Type: LOA (leave without pay).		

- ☐ **Payment of benefit premiums and Defined Contribution Pension Plan (DCPP) contributions while on leave:**
  - Within a week of your leave start date, the AECOM Benefits Service Centre will email your personal email address with instructions for providing your banking details for the payment of benefit premiums and DCPP contributions while on leave (these payments cannot be deducted from your paycheque while you are on leave). Follow the instructions in the email to ensure there are no interruptions of your benefits coverage during your leave. You will need to add a percentage for the DCPP if you want to continue to contribute during your leave.
  - Deductions will occur on a biweekly basis as per the payroll schedule.
  - If you'll be making Group Registered Retirement Savings Plan (RRSP) and Tax-Free Savings Account (TFSA) contributions, please work directly with Sun Life for a one-time contribution.
  - If you have questions related to your payment of premiums while on leave, please contact the AECOM Benefits Service Centre at 833.411.5520.
- ☐ Do your best to completely disconnect from your work duties during your absence, especially if recommended by your doctor.

## When you return to work

- ☐ **If applicable (gradual return/modified duties):** Your physician may prescribe a graduated return to work and/or a return to modified duties to help you adjust — this must be approved by Sun Life. Sun Life may work with your physician. After Sun Life's approval, the Benefits team will work with your manager to confirm if they can accommodate and coordinate your return.

During a gradual return to work, complete your timesheets as you normally would for the hours worked and, for the non-work hours, use the leave without pay code (Project: 04001001, Task: 60, Type: LOA), so the total hours equal or total your usual scheduled hours per week.

During a gradual return to work, Sun Life will ask the Benefits team for part-time earnings (hours worked), which will be calculated on a timesheet report. Sun Life will continue to pay disability benefits for non-work hours.

- ☐ **Return-to-work confirmation:** Provide the appropriate medical clearance to Sun Life for your return and confirm your return-to-work date by emailing [Katy Veilleux](#) for your Workday profile to be reactivated.
- ☐ **Re-enrol in benefits:** Within the first two weeks of your return-to-work date you will receive an email from the AECOM Benefits Service Centre for an opportunity to make changes to your group benefits choices on [AECOMBenefitsOnline.com](#). Any changes will go into effect on your return-to-work date. If no action is taken, coverage will be reinstated as per pre-leave selections. Your retirement and savings deductions will be reinstated as per your pre-leave amounts (contact Payroll if you see any issues) and you can re-enrol in other benefits, such as the Employee Stock Purchase Plan (ESPP) — the ESPP is not reinstated automatically.

## RESOURCES

**GuidanceResources Employee Assistance Program (EAP):** You and your family members can receive confidential counseling services through the [EAP](#) on personal issues, such as relationship difficulties, workplace challenges, drug and alcohol abuse and general stress or depression. Each family member can receive 5 free counseling sessions per year.

**Flexible Time Off (FTO):** You cannot use FTO for absences that are otherwise eligible under the company's STD or LTD leave, but you may use 5 days of FTO to cover the STD elimination period.