Notification To Management - Medical Procedure/Surgery

Art 20.07(b) CUPE 1334 CA

For management to consider our absence for a medical procedure, so as to not count as a sick leave incidence, we need to use specific langue when notifying our supervisors. It is a 2-step process.

1) **Notify your supervisor you are going to be off. Please do this in writing (email) and please use the following language specifically:**

I will be off from (Start Date) to (End Date) for a medical procedure / surgery. I would like it to be considered as an occasional certified medical condition, under Article 20.07(b) of the CUPE 1334 Collective Agreement, thus not counted as a sick leave occurrence.

Give your supervisor a heads up about the upcoming procedure/surgery as soon as you can (use the above language). Before your go off, remind them that you are going off (again use the above language).

2) **Provide your medical documentation (Doctor's Note or Attending Physicians Form) to Occupational Health and Wellness, either by Fax (519-780-1796), or by submitting to the OHW Secure Drive available at the link below:**

https://login.microsoftonline.com/be62a12b-2cad-49a1-a5fa-85f4f3156a7d/oauth2/authorize?client%5Fid=00000003%2D0000%2D0ff1%2Dce00%2D000000000000&response%5Fmode=form%5Fpost&response%5Ftype=code%20id%5Ftoken&resource=00000003%2D0000%2D0ff1%2Dce00%2D000000000000&scope=openid&nonce=1A47DEE9532428F3A76FA8CEB5CFB86ECD8D79713549D263%2DD85E91D2F2C64DA8D8B17E2C3B3E7AD6E476E31130C9666AEFF513F6FDDECCCB&redirect%5Furi=https%3A%2F%2Fuoguelphca%2Dmy%2Esharepoint%2Ecom%2F%5Fforms%2Fdefault%2Easpx&state=OD0w&login%5Fhint=bgorman%40uoguelph%2Eca&claims=%7B%22id%5Ftoken%22%3A%7B%22xms%5Fcc%22%3A%7B%22values%22%3A%5B%22CP1%22%5D%7D%7D%7D&wsucxt=1&cobrandid=11bd8083%2D87e0%2D41b5%2Dbb78%2D0bc43c8a8e8a&client%2Drequest%2Did=e3a2d8a1%2Dd094%2D6000%2D8726%2Dece755c944c4

This link is also available on the Attending Physicians Form on our website (CUPE 1334) at the following link:

https://1334.cupe.ca/attending-physicians-form/

Or the Occupational Health and Wellness Website at the following link:

https://www.uoguelph.ca/hr/system/files/05.30.2025%20-%20Attending%20Physician%27s%20Form_0.pdf