

Sick Leave Support Program

Roles and Responsibilities

Please refer to the roles and responsibilities that will guide participants throughout the sick leave period, if you choose to participate in ASEBP's Sick Leave Support Program.



- Participate fully in your recovery and treatment plan.
- Provide timely information and updates. Maintain regular, respectful contact with your ASEBP contact about upcoming medical appointments, updates regarding your medical status, and any changes in your fitness for a gradual or full return to work.
- Attend any medical assessments that may be required to obtain a medical diagnosis and confirm your treatment needs. ASEBP can make medical referrals on your behalf to ensure your symptoms and health concerns are addressed during your leave. These assessments are arranged by ASEBP, and you will be notified in advance if they are recommended for you.
- Remain in contact with your employer. Your employer will advise you if they have specific requirements while you are on leave.
- Participate fully in your gradual or full return to work and share regular updates with ASEBP about how you are feeling physically and emotionally while easing back into a work routine.

- Provide timely notification to ASEBP, ensuring ASEBP can connect with you as soon as possible.
- Focus on workplace accommodations, if required, to help you ease into a work routine and successfully return to work.
- Payment of sick leave benefits remains at the discretion and responsibility of your employer.

- Provide timely information to your employer about your medical fitness and anticipated return to work.
- Keep your information private, simply letting your employer know approximately how long you will be away so they can plan for and coordinate substitute staffing resources.
- Manage your leave by coordinating supportive and return-to-work services that help you regain your health and return to the workplace.
- Support you and your employer with transition planning, addressing return-to-work planning or your transition to other leave types (e.g., extended disability, personal leave).

