



Human Resources Department

Application Package - Short Term Disability Benefits

Dear County of Essex Employee:

In order to apply for Sun Life Short Term Disability benefits you and your Health Care Provider are required to complete certain forms. These forms can be accessed on the [Forms](#) page of the website.

There is a Plan Member's Statement which you are required to complete and an Attending Physician's Statement which your Doctor is required to complete. The Corporation will continue to pay the cost of doctor's certificates required to qualify for Short Term Income Protection Plan (STIPP) upon submission of a receipt to the Human Resources department. Please fax your completed Sun Life Short Term Disability form(s) to the Kitchener-Waterloo location (1-888-209-7215). If you should require help in completing the form, please call the Sun Life call centre at 1-800-361-6212.

If the claim is approved, you should receive 75% of the regular salary you were receiving at the start of your period of absence. Payment of this benefit is made by Sun Life by direct deposit or cheque on a weekly basis.

Please keep a **copy** of your submitted application and the medical information that is submitted to Sun Life. A copy may be required for OMERS to assist with pension information.

Please accept our wishes for a full and speedy recovery.

Sincerely,

Human Resources

Encl.