

# Short-Term Disability Program

## Application process for Canada Post employees



- Unable to work because of illness lasting **more than 7 calendar days**?
- Recovering from a non work-related accident?
- Are you hospitalized?

### 5 things you need to do under the STDP application process

1



- REPORT** to your team leader immediately.

2



- CALL** Morneau Shepell 24 hours after informing your team leader. The number is **1-855-554-3148**. (Morneau Shepell is open Monday to Friday, 5:30 a.m. to 8 p.m. EST)
- BOOK** an initial telephone assessment with a case manager at Morneau Shepell.

3



- OBTAIN** an *STDP Application Kit* on Intrapost (ESS, STDP-Central), from your team leader or on [canadapost.ca](http://canadapost.ca) (I'm an Employee). The kit contains the two required forms you will need: *Attending Physician Statement* and *Employee Statement*.

4



- VISIT** your physician and **ensure the *Attending Physician Statement* form is completed and submitted** to Morneau Shepell within 7 calendar days.

5



- SUBMIT** to Morneau Shepell the completed *Employee Statement* form within 7 calendar days.

**Remember, it is critical to follow the treatment plan prescribed and keep your case manager and team leader informed.**