



WRAP Frequently Asked Question & Answers

In order to make the new Work Re-Integration and Accommodation Program (WRAP) less mysterious, we have provided some answers to some of the questions we have received.

What is WRAP?

It is the new “Work Re-Integration and Accommodation Program” which is an integrated process managed by a Coordinator and takes into account the needs of the individual, the work environment, the operational needs of the unit, and legislated requirements. Through meetings facilitated by the program coordinator, the individual, their head/supervisor and all relevant resources work collaboratively to arrive at a balanced plan that supports early intervention and safe reintegration to the workplace. This program is tailored to the Okanagan Campus. There are many processes in place to support this program, including:

Is the injury/illness leave database system intended to track individual sick days for faculty members as well as staff?

Yes, this new user-friendly system collects injury and illness leave information for all staff and faculty. The objective of this system is to have an organized way to support individuals who will be off for longer periods beyond 5 days and to initiate support and process for work reintegration as soon as possible. It will track aggregate data and identify and track trends in illness and injury on the Okanagan Campus.

Is the injury/illness leave data still being entered on HRMS?

No, there is no longer a need to enter this data into HRMS, just into the injury/illness data base.

Who is responsible for entering the injury/illness leave data?

A designated Administrator has been trained in each department to enter this information into the new injury/illness leave database. All illness and injury leave has been recorded in the new database from January 1, 2011 onwards.

When does the WRAP Coordinator get involved?

If you are off work **5 days or greater** or **if there are concerns earlier**, the WRAP Coordinator will contact you and work with you and your head/supervisor as needed.

Is employee’s medical information confidential?

All WRAP files are kept separate from Human Resource and Personnel files. The WRAP Coordinator will maintain confidentiality of medical information in accordance with applicable privacy legislation.

What do staff and faculty members do if they are off work?

If you are off sick, it is your responsibility to contact your head/supervisor or the designated Administrator for your unit who is assigned to enter leave information. Once contacted by the WRAP Coordinator, it is your responsibility to provide medical notes in support of their illness-related absence.

How is the WRAP Program evaluated?

An Advisory Committee made up of representatives of relevant administrative and constituent group partners, i.e. union and bargaining groups. They will meet quarterly and monitor program statistics, identify trends and make recommendations regarding the program.

If you have any further questions please do not hesitate to contact Tracey Hawthorn, WRAP Coordinator, Tracey can be reached at:

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