**HUMAN RESOURCES**

519-888-4567, ext. 45935

[hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) | https://uwaterloo.ca/human-resources

March 1, 2023

Richard Mann

153 Castlegate Cres.

Waterloo, ON N2L 5V1

Dear Professor Mann:

I have been advised by Occupational Health that your absence is medically supported from January 26, 2023 and currently a return to work date remains unknown. As such, the University of Waterloo (the “University”) will continue to pay your salary through our sick leave benefit for this duration.

In order to continue to receive benefits, you are expected to remain engaged in the disability management process, including providing required medical information to Occupational Health, and making yourself available for communication with them as well as members of the University’s Disability Management Team. Failure to participate in the University’s disability management process may result in suspension of your sick leave benefit.

If you currently pay to have a parking spot on campus, Parking Services will **hold** your spot until you are able to return to work; however to avoid paying fees during your sick leave period, **it is your responsibility to contact Parking Services** at extension 33100 to request the hold. Parking Services will not reimburse your parking fees if you fail to notify them in time. Once you return to work, you will need to contact Parking Services to reinstate your parking spot and corresponding fees.

If you have any questions or concerns, please contact me at 519‑888‑4567, extension 42926.

Yours truly,

Nellie Gomes

Nellie Gomes

Disability Benefits Specialist

Human Resources



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