



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations  
Okanagan Campus

# Workday Wednesday: Work Reintegration and Accommodation Program (WRAP)

January 25, 2023

## Presenters:

Victoria Gritchen, Workplace Health Specialist

Jessica Zawada, HR Associate

Nicole Yearwood, HR Associate

Sarah Cochrane, HR Associate



# LAND ACKNOWLEDGMENT

We acknowledge that the UBC Okanagan campus is situated on the **traditional, ancestral and unceded territory** of the Syilx Okanagan Nation and people.



# RESOURCES AVAILABLE

## Place Worker on Full Leave of Absence

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=5d5867a31bae05909068c992604bcb54](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=5d5867a31bae05909068c992604bcb54)

## Place Worker on Partial Medical or Disability Leave

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=e9acece61b75451027278556cc4bcbb9](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=e9acece61b75451027278556cc4bcbb9)

## Return Worker From Leave

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=4769c7b31bceb410ba8f539f034bcb93&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=4769c7b31bceb410ba8f539f034bcb93&table=kb_knowledge)

## Benefit Change: Go on Leave

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=c6e460371b2e45909068c992604bcb17&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=c6e460371b2e45909068c992604bcb17&table=kb_knowledge)

## Benefit Change: Return from Leave

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=57a32faf1b2e05909068c992604bcb62&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=57a32faf1b2e05909068c992604bcb62&table=kb_knowledge)

# AGENDA

- 1 | What is the WRAP Program?
- 2 | How to Contact WRAP (WRAP Referrals)
- 3 | Roles and Responsibilities
- 4 | Workday Processing
- 5 | Q+A



# WORK REINTEGRATION AND ACCOMMODATION (WRAP)

WRAP is a collaborative and supportive approach to addressing illness, injury or disability in the workplace. The program takes into account the needs of the individual, the work environment, operational needs and legislated requirements.

WRAP leads Case Management for the following:

- Off work > 5 days due to illness/injury
- Occupational illness/injury
- Return to Work Planning
- Workplace Accommodation



# WORKPLACE MEDICAL ACCOMMODATIONS

- Short-term Accommodations (~ 3 months)
- Long-term Accommodation plans (ongoing with yearly review)

An Accommodation may include:

- Workspace related accommodations (ergonomics/adaptive equipment)
- Non-physical adaptations (changes to work schedules/reduction in FTE)
- Environment-related accommodations (reducing auditory or visual distraction)



# WRAP REFERRALS

---

A referral to WRAP can be initiated from the Employee (self-referral), Manager/ Department Head or Human Resources.

## **Once received, WRAP:**

- Collects all relevant workplace information, medical information and develops case management plan and communicates with all stakeholders
- Assists employees with accessing additional resources
- Facilitates return to work planning which can include:
  - graduated return to work programs (GRTW)
  - and/or modified duties
  - Short/long term accommodation



# ROLES & RESPONSIBILITIES

## **WRAP Responsibilities:**

- Communicating details regarding sick leave (return to work date, GRTW Plan etc.)

## **Department Responsibilities:**

- Tracking and updating sick leave in Workday
- Communicating sick leave bank exhaustion to the employee (manager/dept head)
- Workday updates when there are short term or permanent FTE changes and gradual return to work hours, such as:

week to week changes to FTE until return to regular hours

If the employees work schedule differs from the GRTW plan WRAP must be updated. (sick days  
– is it related to injury/illness or secondary condition, such as a cold or flu?)





# CONTACT

---

For any questions or concerns regarding Workday absence reporting, please contact WRAP: [wrap.ok@ubc.ca](mailto:wrap.ok@ubc.ca)

Victoria Gritchen, Workplace Health Specialist

Phone: (250)-807-9543      Email: [victoria.gritchen@ubc.ca](mailto:victoria.gritchen@ubc.ca)





# WORKDAY PROCESSES

# WORKDAY PROCESSES

[Workday Wednesday: Leaves of Absence May 2022 \(Recording\)](#)

Understanding Absences and Time Off in Workday: October 2022

[View the Slides](#)

[Watch the Recording](#)



# WORKDAY PROCESSES

For department administrators who support managers/heads, it is important to ensure any necessary Workday processes are completed as soon as possible to reflect an employee's absence or return to work. This includes:

- FTE changes
- Start or return from sick leave
- Gradual RTW hours

\*Inaccurate or delayed Workday entries may result in significant impacts to payroll, benefits, pensions, etc.

If you have any questions while processing, please contact one of the HR Associates.





# WORKDAY RESOURCES AND TIPS & TRICKS

## Common Workday WRAP questions:

- When should I place an employee on a leave vs paid time off?
- Why do I need to sometimes change "last day paid" when processing several leaves for one employee?
- For a graduated return to work plan, can I enter in all the FTE changes for the coming weeks at once?
- When does an employee on leave receive a benefit task?
- Do I need to attach any documentation to business processes in Workday?



# IN SUMMARY

---

WRAP is the main point of contact as it relates to the following:

- Off work > 5 days due to illness/injury
- Occupational illness/injury
- Return to Work Planning
- Workplace Accommodation

Departments are responsible for updating Workday when WRAP/HR Disability Claims provides updates related to:

- FTE changes
- Sick leave utilization
- Gradual RTW hours
- If departments have questions about sick leave, gradual return to work planning, accommodation, Long Term Disability, WorkSafe BC leaves please contact WRAP.





**Next Workday Wednesday:**

**Topic: Fiscal Year End**

**Date/Time: February 8, 2023 | 10:00 am – 11:00 am**

**Registration link will be shared soon.**

