



To assist Wellness Resources in providing services and supports when a health matter may be impacting an employee's ability to work, please complete this Wellness Resources Referral Form and submit the completed form to **wellnessresources@usask.ca**, including any medical notes received.

Date of Referral (mm/dd/yyyy)	Referred by (If this is not a self-referral, please ensure the employee is aware of this referral.) Self-Referral Other _____		
Reason for Referral Short-term Disability (exceeding 5 days) Medical Accommodations (Employee still at work) Wellness Consultation Other _____			

If short-term disability,

Last full day worked before absence (mm/dd/yyyy)	First day absence began (mm/dd/yyyy)	Benefit Start Date (mm/dd/yyyy)
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Employee Information

Employee ID	First Name		Last Name		
Gender Female Male Gender Variant prefer not to disclose		Date of Birth	Job Title		
Home Address		City	Province	Country	Postal Code
Work Phone	Cell Phone (While on leave)	Work Email		Personal Email (While on leave)	
Employment Group ASPA USFA Exempt Non-union Employees CUPE 1975 Sick leave balance _____ (hours)			College/Department		
Employment Type Full Time Part Time	Position Type Permanent Temporary	If temporary, start and end date (mm/dd/yyyy)		Hours worked per week	

USASK Information

Manager's Name	Telephone	Email	
Human Resources Strategic Business Advisor (SBA)	Telephone	Email	
Human Resources Strategic Business Advisor (SBA)	Telephone	Email	
Who is accountable for processing your unit's payroll actions (EJS's) ConnectionPoint Other	If Other, Name	Telephone	Email
Do you know why the Employee is currently absent? Yes No Unknown	If yes, please provide details (Use additional information box if more room needed.)		

Additional Information

Are there any additional comments or related issues to this referral (ex – attendance, work performance etc?) (ex – attendance, work performance etc?)
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Please email this form, along with any medical notes received to:

Email: wellnessresources@usask.ca

If you have any questions please contact wellness.resources@usask.ca or 306-966-4580