



**AMALGAMATED TRANSIT UNION**  
5359 Timberlea Boulevard, Unit 30  
Mississauga, Ontario L4W 4N5  
Telephone: 905-602-5841 Fax: 905-602-5844



**UPDATED: DECEMBER 14, 2004**

**ATU WEEKLY INDEMNITY PROCEDURES**

1) All Employees/Members must acquire medical attention within the first three (3) days of illness and provide to the Insurance Carrier a completed physician statement accompanied by a completed employee statement.

**\*\*\* PLEASE NOTE THAT A WALK IN CLINIC OR THE EMERGENCY ROOM AT ANY HOSPITAL IS SUFFICIENT TO START THE PROCESS OF A CLAIM IF YOU CANNOT GET AN APPOINTMENT WITH YOUR OWN PHYSICIAN WITHIN THE FIRST THREE (3) DAYS.\*\*\***

2) If any Employee/Member **does not** acquire medical attention within the first (3) days, you will only be paid from the first (1<sup>st</sup>) day medical treatment was sought.

3) All Employees/Members must be off for four (4) consecutive days for said illness to be eligible for payment by the Insurance Carrier.

4) If any Employee/Member is only off for three (3) days or less, the claim will not be accepted.

5) **KEEP PHOTOCOPIES OF ALL DOCUMENTATION PERTAINING TO YOUR CLAIM.**

If you have any questions please donot hesitate to contact the Union Office.

Nicholas F. Bye  
Financial Secretary Treasurer  
ATU Local 1572