

Sick Leave

Policy No. 313

Policy Statement:

Upon completion of their probationary period, permanent full-time and part-time employees are eligible to take accrued sick leave when unable to attend their regular hours of work as a result of personal illness, injury, or medical/dental appointments.

Procedure:

- a) For full-time employees, sick leave is accrued at the rate of one and one quarter (1¼) working days per month, from the date of commencement, based upon their regular hours of work.
- b) For part-time employees, sick leave is accrued on a *pro-rata* basis at the rate of one and one quarter (1¼) working days per month, based upon their regular hours of work. For example, a part-time employee working one-half the regular hours of a full-time employee would accrue one-half of the one and one quarter (1¼) working days.
- c) The maximum accrued sick leave for eligible full-time employees is sixty (60) working days. The maximum accrued sick leave for eligible part-time employees is based upon the regular scheduled hours worked of their part-time position, e.g. an employee working twenty-one (21) hours per week, equates to 0.60 of full-time hours, therefore their accrued maximum would be thirty-six (36) working days.
- d) Approved sick leave will be paid at the employee's basic rate of pay, and the number of days/hours so paid shall be deducted from the employee's accumulated sick leave.
- e) Employees are to notify, in a timely manner, their immediate supervisor or designate of any absences related to illness, injury, or medical/dental appointments.
- f) An employee may be requested to provide satisfactory proof related to their absence and request for paid sick leave, prior to sick time being paid.
- g) Employees are not eligible for paid sick leave during periods of personal leaves of absence, nor do they accrue sick leave during leaves of absence in excess of one (1) month.
- h) Employees whose paid sick leave accrual has been exhausted will need to make application for benefits provided by the employer's Long Term Disability (L.T.D.) Plan. Employees may also be eligible for Employment Insurance (E.I.) sick benefits and employees should apply directly to E.I. for these benefits and obtain a Record of Employment from the person responsible for payroll.

Note: Both L.T.D. and E.I. have waiting periods related eligibility for benefits (refer to applicable documents).

- i) Employees whose paid sick accrual bank has been exhausted and where there is a continuation of illness can request, where appropriate/available, the option to use their accrued vacation and/or banked overtime during the period of sick leave and/or during a waiting period for L.T.D. benefits. The use of any of these options is not to occur without written consent of both the employee and employer.
- j) When employees exhaust their paid sick accrual and where the options in i) are not available or requested, employees are deemed to be on unpaid sick leave and not entitled to any further pay.
- k) Employees wishing to maintain and continue certain benefits and coverage of Employee Group Insurance Plans (e.g. health, dental, life insurance) are to contact the person responsible for the administration of the plans, and make arrangements for the pre-payment of 100% per cent of the premium costs of the eligible benefit coverage for the period of the unpaid sick leave.
- l) Employees also have a responsibility for monitoring their own sick leave accrual and use, especially when their sick leave is to be of a lengthy nature. In this latter situation the employee should contact the appropriate person responsible for payroll and the maintenance of sick/vacation/overtime accrual banks, to determine the number of days/hours remaining in their sick leave bank as well as in the other banks.
- m) Unused sick leave accrual is not transferable nor is it paid out upon termination of employment.

Refer to Policy:

- No. 306 Employee Group Benefits
- No. 314 Medical/Dental Appointments
- No. 322 Workers' Compensation