

Sick Leave

Reviewed Date		Number	HR0704
Revised Date	December 10, 2003	Approved Date	December 19, 1990

Introduction

N/A

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

Permanent employees whose permanent F.T.E. is 0.5 or more will accrue sick leave based on their permanent F.T.E. The credits are kept in a "bank" should the employee become ill, need time off work to attend medical and dental appointments, or need time off work to attend to family (see family related care policy). Unused sick leave credits are not paid out upon termination of employment

Procedures

1. All full-time employees will earn 1.5 days (10.5 hrs) per month to a maximum of 110 days (770 hrs). Part-time employees working 20 hours per week or more will earn sick leave credits based on their hired F.T.E.
 - .9 fte - 9.45 hrs/mth - max = 693 hrs
 - .8 fte - 8.40 hrs/mth - max = 616 hrs
 - .7 fte - 7.35 hrs/mth - max = 539 hrs
 - .6 fte - 6.30 hrs/mth - max = 462 hrs
 - .5 fte – 5.25 hrs/mth – max = 385 hrs
2. Part-time staff who work beyond their F.T.E. will receive no additional credits unless the Service Director advises Human Resources, Corporate Services of an official change of F.T.E. When taking sick leave, the employee will only account for the permanent hired work hours and days. Sick time is not paid on casual work days.
3. For new employees, sick leave will be earned but not granted for the first three months of employment.
4. Time off for medical and dental appointments will be permitted. Employees must request the time off through their Manager prior to the appointment date. The time is

indicated on the timesheet as "Appointment" and is deducted accordingly from the employee's sick leave credits.

5. A physician's statement is required after five (5) days illness or as requested by the Director for any period of illness.
6. While on sick leave, the employee will receive 100% of their pay until the accumulated sick leave credits are exhausted. If the illness continues, the employee will receive 75% of their gross salary for a total combined period of 17 weeks, after which an application for Long-Term Disability benefits will be initiated.
7. Employees who have 100% paid sick leave credits remaining after 17 weeks of illness will not continue to use these credits. 100% paid sick leave will cease and application for long term disability benefits will apply. The remaining sick credits are left in the employee's sick bank for use when they return to work.
8. The employee's manager or designate is responsible for submission of timesheets covering the length of illness up to a maximum of 17 weeks.
9. Employees who are on sick leave for up to 17 weeks will have benefit payments covered by the Health Unit.
10. While on sick leave, monthly credits will be adjusted as follows:
 11. 10 - 19 days continuous absence - half of monthly credit
 - more than 20 days continuous absence - no monthly credit
12. Employees may use vacation leave to augment their short term disability (75% salary) to maintain 100% salary. All requests to augment salary must be made in writing by the employee to Human Resources Coordinator
13. Eligibility for long term disability and the duration of benefit payments is determined by the insurance carrier (refer to benefit handbook). Benefit payments will be at 75% of the employee's gross salary up to the maximum afforded by the Plan.
14. While on long term disability, employees will earn no vacation or sick leave credits. The employer will continue to pay benefit costs for family coverage to the 12th month of disability. After 12 months, the employer will pay benefit costs for the employee only. (see benefit policy for more information)
15. For employees on long-term disability beyond one year but less than two years, employment will be protected within the same job classification. If a vacancy does not exist at the time the employee is able to return to work, they will be given the first opportunity when a vacancy occurs. Employees on disability beyond two years will not be guaranteed re-employment but will be given preference when a vacancy does occur.
16. While on pregnancy/parental leave, sick leave credits will continue to accumulate for up to **52** weeks provided the pregnancy/parental leaves are taken consecutively.)

Exceptions to Sick Leave Provisions:

1. Non Union Employees who were on staff prior to March 1981 and who have a sick leave credit established for pay-out may use this "bank of sick leave" to maintain 100% salary for any period of illness up to a maximum of 17 weeks continuous leave. Employees who are not eligible for sick credits, but have this "bank of sick leave" may use this time for personal sickness, medical appointments or family related care. Employees must refer to this sick leave as "Banked Sick Time" on their time sheet. Upon termination, employees will be paid out for half of the remaining credits at their current rate of salary.

2. Employees who were "grandfathered" when the new benefit and sick leave package was implemented in 1981 will earn sick leave credits based on their permanent fte.
 - a. .4 fte - 4.2 hrs/mth - max = 308 hrs

Related Policies

N/A

Related Forms

HR0704(F1) Sick Leave Outline

HR0704(F2) Attending Physician / Health Care Provider Statement

Final Approval Signature: _____

Review/Revision History:

2017-11-27 forms (F1, F2) revised