



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Sick Leave

The University's sick leave policy is intended to compensate employees for loss of earnings due to inability to attend University employment because of injury or illness of the employee. Sick leave also includes scheduled professional examination and treatment of the employee by a qualified physician or specialist.

Entitlement, accumulation, and deduction of sick leave

Paid sick leave is available to employees with contracts of 12 months or longer. Employees with contracts of less than twelve months are not entitled to paid sick leave, but in all other respects are subject to this policy, including with regard to providing medical certificates and other information for absence due to illness or injury, as provided below.

Qualifying employees, will accrue sick time at the rate of one and one-half (1 1/2) days for every full month an employee is employed, up to a maximum of seventy-five (75) working days. Sick leave time is earned for time worked and / or paid; it does not accrue while the employee is not actively being paid (e.g., for sessional employees, over the summer).

Notification of Absence by Employee

An employee who is or who will be off on sick leave must notify his or her supervisor or department, as soon as the employee is aware that such absence will be required. Employees must indicate the expected duration of the absence, if known. Any change in the information provided must be communicated to the supervisor as soon as the employee is aware of the change.

The employee must provide the University with updated information from time to time, upon request.

Medical Documentation

The University may require the employee to provide a medical statement from a qualified physician. The University's Attending Physician's Statement on Employee Sickness Form may be required for any sick leave, regardless of the duration.

For sick leave longer than 4 consecutive days, and/or for more than 8 non-consecutive days within a year, employees may be asked to provide a doctor's note. HR must be given such notes for lengthy absences by the Manager or Supervisor. If for any reason an employee wishes to give the sick note directly to Human Resources, they may do so but it is still the employee's responsibility to contact the Manager or Supervisor to advise him or her of the absence.

Return to Work

Prior to an employee's return to work from medically-related absence, the University may require the employee to provide a medical certificate from a qualified physician or specialist, confirming the employee's ability to return to work and describing any continuing job-related symptoms or limitations on the employee's fitness to perform his or her job responsibilities. The University may require a sufficient review period in order to assess any workplace accommodations which may be required.

The University may require further medical information prior to permitting the employee to return to work. The University may require follow up medical information after the employee has returned, as to any continuing job-related symptoms or conditions.

Excessive Use of Sick Leave

Where the University has reason to believe that an employee is excessively using sick leave, the University may investigate the suspected abuse using all reasonable means, and/or issue to the employee a standing directive that requires the employee to submit a medical certificate in a form satisfactory to the University for any subsequent period of absence for which sick leave is claimed.

The University reserves the right to require an independent medical examination by a physician of the employers choosing at the cost of the University.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.