



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Last Reviewed/Updated	<b>1 May 2016</b>
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	<b>SICK LEAVE</b>

---

---

### 1. Purpose

The purpose of this policy is to provide employees, department heads, managers and supervisors guidelines to follow when employees give notification for sick leave. The University has the right to a reasonable explanation for any employee absence. Where the employee asserts they are unable to work due to illness or injury, it is reasonable for the department to request medical documentation in order to assess the claim for paid sick leave.

### 2. Eligibility

Employees who are members of the following unions or employee groups are eligible for paid sick leave benefits. Please refer to the Collective Agreement or Terms of Employment for the union/employee group to which the employee belongs:

AUFA – Article 26.6, Sick Leave  
SEIU – Article 26, Sick Leave  
AUPAT – Index Number L-1, Leaves

### 3. Roles and Responsibilities During Sick Leave

#### **Employee:**

- When unable to report to work because of illness or injury, employees must notify their immediate supervisor as soon as possible on the first day of absence.
- The employee must inform the immediate supervisor of the expected length of absence.
- If a scheduled absence is forthcoming, the employee shall notify the immediate supervisor as early as possible in advance of the absence.
- Following a discussion with the physician about job requirements, provide medical certification stating limitations and indicating how the medical condition affects ability to perform the job.

- Seek appropriate medical treatment; absence and rest may not be enough. A referral to a specialist or other health care professional may be required.
- Maintain regular contact with the immediate supervisor and/or the University
- Make the physician aware that, if medically necessary, the University supports accommodations, including gradual return to full duties and hours.
- Keep the immediate supervisor updated as to the anticipated return to work date as it may take some time to prepare for the return and/or possible accommodation.

**Department (Immediate Supervisor and/or Department Head):**

- Assess the claim for paid sick leave and liaise with Human Resources as required by the appropriate Collective Agreement or Terms of Employment.
- Keep a record of all employee absences including sick, vacation and personal leaves by reporting to Human Resources through the monthly absence report.
- Report any extensions or early returns to Human Resources (early returns must be accompanied by a physician's statement indicating the employee has been approved for early return to normal duties/hours)
- Maintain regular contact with the employee
- Maintain confidentiality of medical information.
- Work with the employee, physician and Human Resources to make arrangements for the return to work.

**Human Resources:**

- Mail out application for LTD benefits once the employee has been on sick leave for 120 consecutive days.
- Maintain confidentiality of medical information.
- Provide consistency in policy/procedure in administering claims
- Provide advice/assistance in assessing claims for paid sick leave.
- Provide advice/support to the employee as requested.

4. Proof of Illness

Where the University has reason to suspect an employee's absence is not legitimate, for example, a pattern of absences not explained by a medical condition, or by being excessive when compared to other employees, the employee may be required to produce certification acceptable to the employer and/or certification from a physician in order to qualify for paid sick leave.

5. Returning to Work

An employee who has been absent from work as a result of a disabling injury or illness, must submit a medical certificate to the immediate supervisor (copy to Human Resources), confirming the employee is medically fit to resume work. This medical certification must be received prior to the employee's return to work. This medical certification must be completed by the employee's treating physician and must confirm the employee's return to work date, fitness to resume normal duties and any medical restrictions and/or functional limitations upon the return to work.

The University supports a proactive and collaborative return to work program. The employee, the University and the physician or appropriate health practitioners have a responsibility to work

cooperatively in exploring a timely return to work including a graduated return to work program or modifications that address medical restrictions/functional limitations.

6. Restrictions

Accumulated sick leave benefits are never reimbursable

7. Interpretation

In situations where a collective agreement is in place, the policies and processes for sick leave outlined in the collective agreement will prevail.