

ADMINISTRATIVE MANUAL

Policy & Procedure

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| TITLE: | Sick Leave | NUMBER: | 857.1 |
| Sponsor: | VP, People & Organization Development | Page: | 1 of 5 |
| Approved by: | VP, People & Organization Development | Approval Date: | Sept 22, 2021 |
| | | Effective Date: | Sept 22, 2021 |
| Applies To: | IWK Health Centre Non-Union and Management Employees | | |

POLICY STATEMENT

Sick leave is an indemnity benefit and not an acquired right. A management or non-union employee (herein referred to as “employee(s)”) who is absent from a scheduled shift on approved sick leave may be granted sick leave pay when unable to perform the duties of their position because of illness or injury, provided that the employee satisfies the Employer of their condition in the manner determined by the Employer and provided the employee has sufficient sick leave credits. Sick leave is not provided for illness or injury related to a workplace illness or injury.

Sick leave for unionized employees can be referenced within each respective collective agreement.

GUIDING PRINCIPLES AND VALUES

Sick leave is an indemnity benefit against loss of income during a period when an employee is unable to work during illness or injury.

PROCEDURE / GUIDELINES

Accumulation:

- All permanent full-time and part-time employees and those in temporary full-time and part-time assignments are eligible to accumulate sick leave credits. Sick leave is not available to casual employees.

- Sick leave credits for eligible full-time employees accumulate on the basis of eleven and one-quarter (11.25) hours for each one hundred and sixty-three (163) regular paid hours, to a maximum of 150 days (1125 hours). Sick leave credits for eligible part-time employees accumulate on a pro-rated basis.
- Sick leave credit accumulation and availability commence on the eligible employee's date of hire.
- Sick leave credits will accumulate during all paid leaves of absence but will not accumulate during any unpaid leave of absence or on any overtime hours worked.

Notice and Proof of Illness/Injury:

- Employees who are unable to report to work or who become ill while at work and are unable to continue their duties, are to inform their immediate Manager or designate, as per the established unit guidelines.
- Proof of illness or personal injury may be required for any period claimed as sick leave.
- Regardless of an employee's available sick leave credits, completion of an Attending Physician's Report (APR) is required for all absences due to illness or personal injury which are greater than 5 consecutive shifts. Failure to provide an APR supporting the absence from the workplace due to illness or personal injury will be considered Absent without Leave. For further information, please see *IWK Policy Attending Physician's Report and Sick Leave Benefits #1006.0*.

Personal Medical Appointments/Family Illness:

- Employees with sufficient sick leave credits shall be provided a paid leave of absence of up to a total of thirty-seven and one-half (37.5) hours (pro-rated for part-time employees) per fiscal year (March 31 – April 1), debited against sick leave credits, in order to engage in personal medical appointments, attend to a family illness and/or emergency. For further information, please see *IWK Policy Leave for Personal Medical Appointments, Family Illness and Emergency #862.1*.

Illness on Vacation:

- Accumulated sick leave credits may be substituted for hours of scheduled vacation where it can be established by the employee to the satisfaction of the Employer that an illness or accident occurred prior to the commencement of the vacation and that the illness or accident was such that the vacation plans of the employee were interrupted.

Long Term Disability:

- An employee who has been absent from work for three (3) consecutive months due to an illness or injury (paid or unpaid), may apply for Long Term Disability (LTD). The Manager must notify the appropriate Benefits Consultant in order for a LTD application to be initiated, if applicable, once this timeframe has occurred.
- When an employee on LTD undergoes a change of definition (COD) to 'permanently disabled', the Employer is permitted to reconcile any remaining amounts in the employee's overtime, smoothing, holiday and vacation banks. Following reconciliation, any excess of accrued hours will be recovered by the Employer from the employee via invoice. Conversely, any accrued balances owing to the employee will be paid out. In accordance with the collective agreement language and following employee agreement, unionized employees will be included in this practice.

Unpaid Leave of Absence for Illness/Injury:

- An unpaid leave of absence for illness/injury may be requested by an employee who has exhausted all of their sick leave credits.
- Approval of this type of leave is dependent upon the employee providing sufficient medical documentation, by way of an Attending Physicians Report, to Occupational Health, Safety and Wellness that would support the need for the employee to be on leave due to illness/injury.
- If the medical is supported and approved by Occupational Health, the applicable Manager or delegate shall complete the appropriate Request for Leave of Absence Form and submit to Human Resources.
- Upon processing the Request for Leave of Absence Form, the employee will be sent an information package from the Benefits Department, outlining their option to continue and/or discontinue certain benefit plans and pension during the period of leave.
- Employees maintaining any benefits during an unpaid leave of absence for illness/injury will continue to cost share the premium for the first three months of the leave. After six (6) consecutive pay period, the employee is responsible to pay both the employee and employer share of the premium.
- Pension is 100% employee paid for the full duration of the leave (paying both the employee and employer contribution amounts).

REFERENCES

Non-Union and Management Terms and Conditions of Employment

Collective Agreements

Employee Leave Guide (located on Pulse under Department/Services/Payroll and Benefits)

RELATED DOCUMENTS

Policies

Attending Physician's Report and Sick Leave Benefits Policy #1006.0

Attendance Support Policy #1004.0

Leave for Personal Medical Appointments, Family Illness and Emergency Policy #862.1

Vacation Policy #806.1

Forms

Attending Physician's Report

Request for Leave of Absence

District Health Authority/IWK Policies Being Replaced

IWK Sick Leave Privileges Policy #857.1

Version History

(To Be Completed by the Policy Office)

| Major Revisions (e.g. Standard 4 year review) | Minor Revisions (e.g. spelling correction, wording changes, etc.) |
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