

## PROCEDURE FOR SICK LEAVE AND ABSENCE REPORTING

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POLICY NO.	310-001
SCOPE	All Administrative and Support Staff
APPROVAL	Senior Management Team
ORIGINAL DATE	May 12, 2008 (originally included in Employee Information)
LAST REVISION	January 14, 2014
NEXT REVISION	November, 2016
CONTACT	Director, Human Resources

### **1 ELIGIBILITY**

All regular full time and part time NSGEU, FUNSCAD Unit II and Union exempt employees qualify for sick leave benefits. Details of sick leave entitlements are outlined in each collective agreement, or the union exempt employee handbook.

### **2 ABSENCE REPORTING PROCEDURES**

- a. Report all unscheduled absences to your Supervisor as soon as possible, but in any case, no later than one (1) hour after your normal start time.
- b. Immediately upon your return to work, fill in a Staff Leave Form, noting the dates of your absence in the appropriate section. If your leave of absence is not due to vacation or illness, please note the type of leave applied for under the "Description of Leave" section (i.e., special, court, bereavement, etc.).
- c. For a scheduled leave of absence, such as vacation, leave will normally be applied for and approved by your Supervisor in advance. Employees must have their Supervisor authorize a leave form for the absence by signing in the appropriate space. **ALL LEAVE TAKEN MUST BE AUTHORIZED BY YOUR SUPERVISOR.**
- d. Forward the original copy of the Staff Leave Form to the Human Resources office where the information will be reviewed and recorded in the Colleague system. Managers and employees may want to take a copy before submitting to the Human Resource Office as the leave forms will not be returned.
- e. If you suffer an illness, accident and/or surgery that will require you to be absent from work for an extended period of time, contact the Human Resources office as soon as possible so that the appropriate forms for Short Term Disability benefits can be forwarded to you for completion and return to Manulife for payment. Employees are requested to

complete the Short Term Disability Claim forms within four (4) days of the onset of disability to prevent any delay in benefit payment from Manulife.

- f. All absences of ½ day or more must be reported. Leaving work early because of sudden illness, an appointment, etc., is to be monitored by the Supervisor as per Collective Agreements.
- g. Absences of less than ½ day need not be reported on a Staff Leave form but will be tracked by the Supervisor.

### **3 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.

### **4 RETURN TO WORK**

Employees who are absent for more than 14 consecutive calendar days will be asked to provide medical documentation from the employees treating physician confirming his/her fitness to resume normal duties and any medical restrictions and /or functional limitations upon the return to work. The medical certification must be received before the employee is able to return to work.

The University supports a proactive and collaborative return to work program. The employees, 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.

### **5 CONTINUATION OF BENEFITS WHILE ON UNPAID LEAVE**

An Employee who is granted an approved unpaid leave of absence is eligible to continue Long Term Disability benefit coverage throughout the period of the leave provided that she or he continues to pay the premiums. Manulife must be advised in writing of the term of the leave and the particulars of the anticipated activities, such as travel outside of Canada, while on leave. Each application for continuation of coverage will be assessed by Manulife on an individual basis. Please contact the Manager of Compensation and Finance in advance to arrange for this communication.

If an Employee becomes disabled during an unpaid leave of absence, the qualifying disability period (17 weeks) will commence on the date of the illness or injury, however payment may not commence until the leave was scheduled to terminate and the Employee was expected to return to work.

For extended health and dental coverage employees must provide post dated checks covering the full cost of the benefit plan (both the employer and the employee share) to the Manager of Compensation and Finance to continue receiving benefits. Any disruption to the payment of these benefits may cause an interruption to the coverage.

## **6 INTERPRETATION**

In situations where a collective agreement is in place, the processes for sick leave outlined in the collective agreement will prevail over this document.

Benefit plan coverage is subject to terms and conditions outlined in the specific benefit plan providers contract agreements.