

PROCEDURE

Procedure Title	Sick Leave – Full Time Employees
Procedure Holder	Organizational Effectiveness
Procedure Approver(s)	Strategic Leadership Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	December 19, 2012
Next Review Date	

Purpose

This policy ensures that sick leave benefits are appropriately used and applied consistently and equitably across the College.

Scope

This policy applies to all full-time Faculty, Support and Administrative employees.

Definitions

Benefit Year

Administrative Staff → July 1 to June 30
 Academic Staff → September 1 to August 31
 Support Staff → September 1 to August 31

Disability

A medical impairment/restriction which prevents the employee from performing the essential duties of his/her own occupation.

Sick Leave/ Short term Disability

Time-off work when the employee is unable to perform the duties of his/her job due to medical reasons. This is a self-insured benefit that is paid for by the College and is available to employees as defined in the Collective Agreement or Terms and Conditions of Employment. Sick Leave & Short-Term Disability are interchangeable terms for the purpose of this policy.

Medical Documentation

Medical documentation is used to assess and adjudicate claims for sick leave benefits/short-term disability benefits and to develop appropriate return to work plans. A doctor's note does not automatically constitute approval for sick leave benefits/short-term disability benefits.

Permanent Accommodation

An altered work environment or method of work that enables a person, despite functional limitations, to fulfill the productive objectives of the job being performed. These limitations are permanent in nature, and/or are intended to exist for an indefinite amount of time.

Temporary Accommodation

An altered work environment or method of work that enables a person, despite functional limitations, to fulfill the productive objectives of the job being performed. These limitations are temporary in nature, intended to last for a defined period of time (maximum of 3-6 months in most cases) and are generally a part of a graduated return to work plan.

Governing Laws and Regulations

Procedure Statements

	Action	Responsibility
1.	<p>An employee who is unable to report to work because of illness is required to notify their immediate supervisor prior to the scheduled arrival time for work or as soon as possible thereafter.</p> <p>If the supervisor is unavailable, the employee should attempt to contact another department member personally. Failing that, the employee must leave a message, on the supervisor's voice mail or email, indicating the reason for the absence (no specific medical information is necessary), the anticipated return to work date and a number where the employee can be reached.</p>	Employee
2.	<p>If a return-to-work date is not known, contact must be made with the immediate manager (or designate) each day of the absence to indicate he/she will not be reporting to work.</p>	Employee
3.	<p>Human Resources should be alerted when an employee is going to be away for more than 5 days and in situations involving frequent/recurrent absenteeism.</p>	Manager

4.	Absences of up to four (4) working days do not typically require medical documentation to ensure salary and benefits are continued. The College reserves the right to request medical documentation.	Human Resources Services
5.	Absences between 5 -10 days should be supported by a medical certificate which is to be submitted directly to Human Resources Services within 5 days of returning to work. The medical certificate should outline the reason(s) for absence and confirm the ability for a full time return to regular duties.	Employee
6.	Extended absences due to medical reasons require additional information, completed by a duly qualified medical practitioner, and must include the following information: work restrictions/limitations; the expected length of time away from work; and the expected date of return. This information must be submitted within 2 weeks from the date of request by Human Resources. Where it is recommended by a medical practitioner that an employee return to modified hours as a form of short-term alternative employment, this should be expressed as a percentage of the full workload which they are medically capable of performing.	Employee
7.	Where appropriate, procedures set forth in the Workplace Accommodation and Return to Work Policy will be implemented.	Human Resources Services
8.	In the event that the employee provides medical documentation directly to the manager or supervisor, it shall be forwarded to Human Resources Services immediately. No copies will be kept in the department.	Manager

Non-Compliance

Revision History

Version	Change	Author	Date of Change