

# Sick Leave

## Policy

Sick leave is defined as absence from work and performance of regular duties because of an employee's bona fide illness, non-work related injury, or quarantine through exposure to contagious disease.

Under the University's Sick Leave Plan, a staff member who holds a continuing or continuing part-time appointment will continue to receive regular salary during an absence from work caused by sickness or injury up to a maximum period of six months continuous absence. The same provision applies to a staff member who holds a term appointment, including Research, Grant and Contract employees, except that the period of paid sick leave shall not continue beyond the end date of the staff member's appointment.

Under the [Employment Standards Act](#). The Employer must maintain records of days worked and days absent. Accordingly, it is the responsibility of the supervisor to keep accurate records of absences due to sick leave.

Vacation entitlement continues to accrue during paid sick leave.

## Procedures

1. When a staff member is unable to report to work because of illness or injury, their supervisor must be notified as soon as possible on the first day of absence.
2. In the case of longer absences, the employee must keep their supervisor informed at reasonable intervals of their progress toward recovery and expected date of return to work. Employees are expected to notify their supervisor as early as possible of their expected date of return to work.
3. Prior to returning to work, an employee may be requested to provide their supervisor with a doctor's note certifying that the employee has been in the care of a doctor, and: that the employee is able to return to work on a full-time basis without restriction; or, that the employee is able to return to work with the nature and duration of any work restrictions described.
4. An employee may, with prior warning, be required to provide a doctor's certificate certifying that the employee is medically unable to carry out normal duties due to illness. A dentist may be considered a doctor in this instance.
5. Supervisors should notify the **Return to Work Services Specialist** of any absences of one month's duration or longer in order to ensure continued benefits coverage in the event of long-term disability after six months. However, benefits coverage only continues after this time if the employee has selected Long Term Disability (LTD) as part of their benefits plan.
6. Where an employee does not have LTD coverage, they may request an unpaid leave of absence if they have used up their sick leave. Decisions regarding an unpaid leave of absence will be made after consideration of the individual's particular case, the Department's operational requirements and any other relevant information. If leave is granted, the employee must pay the full premium cost for all of their selected benefits. A member of the Pension, Investments & Insurance Department and of the Human Resources Department must be contacted by the department head in such cases.

7. Senior Human Resources staff are available to advise department heads/designates with respect to questions regarding sick leave, including situations where there is frequent or chronic usage of sick leave.
8. The University's Sick Leave Plan has been registered with and approved by Canada Employment and Immigration since its inception in 1973. Because of the generosity of the plan's provisions, the university is entitled to a reduced premium. Both the employer and employee portion of these savings are used to partially offset the cost of this benefit.
9. Principal Investigators should refer to the Central Fund section of the **Recruitment and Selection Policy** regarding absences of one month's duration or longer involving research grant and contract employees.