

Policy Information	
Policy No:	AD-HR-1.01
Approved by:	Executive Committee
Approval Date:	September 2, 2021
Executive Responsible:	Executive Director, HR
Administrator Responsible:	HR Advisor, Benefits & Abilities Management
Date of Next Review:	September 2026

SICK LEAVE

Policy Statement

This policy provides guidance in the administration of paid/unpaid sick leave and in providing continued support to employees returning to work from family and/or personal sick leave.

Purpose / Rational

This policy and associated procedures govern the College of New Caledonia's (CNC) administration of sick leave and ensures all sick leave absences are consistently reported and administered across the College, and that employees are supported.

This policy supports the College in ensuring a safe, collaborative, and accountable work environment, and in maintaining compliance with legislative requirements, terms of collective agreements, conditions of employment, and supporting best practices with respect to employee absences.

Scope / Limits

This policy applies to the administration of sick leave for operational, faculty, and administrative employees.

Principles/Guidelines

1. All sick leave absences will be administered in accordance with the provisions of the respective collective agreements, conditions of employment, and legislative provisions.
2. The Human Resources (HR) Advisor, Benefits and Abilities Management will work with department managers in the administration of sick leave including in situations when there is frequent or chronic usage of sick leave.
3. The College will maintain flexibility in considering individual and unique circumstances for an employee's benefit, operational needs, and the integrity of disability management.
4. The College will maintain contact with employees and provide continued support to ensure a safe and timely return to work.

5. Where applicable, the College will consider temporary modified duties to allow the employee to return to work in an alternate capacity.

Legislative and Collective Agreement References

- [CUPE Collective Agreement](#)
- [CNC Faculty Association Collective and Common Agreements](#)
- [BC Human Rights Code RSBC \[1996\]](#)
- [Freedom of Information and Protection of Privacy Act](#)

Links to Other Related Policies, Documents and Websites

- [AD-HR-1.01 Sick Leave Procedures](#)
- [AD-HR-1.02 Administrative Personnel Policy](#)
- [AD-HR-1.25 Workplace Accommodation Policy and Procedure](#)

Joint Early Intervention Program (JEIP): includes Abilities Management Access Program (AMA)

CUPE Letter of Understanding: Wellness Incentive Plan

Person's Leave Detail Summary (LDTS) Instructions

Form

- [Application for Leave](#)

Policy Amendment Log

Amendment Number:	Date:
0	November 23,1990
1	January 8, 2015
2	August 25, 2021
3	September 2, 2021