

Procedure Information	
Related to 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 PROCEDURES

Definitions

Department Administrator

The Administrator to whom an employee directly reports, or their designate.

Faculty Common Disability Plan (FCDP)

Faculty employees who are covered for short- and long-term disability benefits.

Family Sick Leave

As defined in the Faculty collective agreement, CUPE Local 4951 collective agreement, and Administrative personnel policy.

Human Resources (HR) Administrator

The HR Advisor, Benefits and Abilities Management or their representative.

Sick Leave

The period an employee is permitted to be absent from work due to an illness, disability, exposure to contagious disease, or because of an injury for which compensation is not payable under the Worker's Compensation Act.

Procedures

1. Notification

- 1.1. Employees absent due to personal or a family member illness, will advise their Department Administrator by email or phone of the nature and expected duration of the absence; this will be reported as soon as possible and no later than the commencement of the next scheduled shift/class. The Department Administrator will be made aware of the absence to allow for the continuation of operational services. At the time of notification, the Department Administrator will establish the need for further reporting with the employee.
- 1.2. Where the appropriate Department Administrator is not available, the employee will email HR@cnc.bc.ca. Human Resources (HR) will in turn, communicate with the Department Administrator.
- 1.3. Failure to notify within a reasonable period of time may result in an employee being deemed absent without approval.

2. Communication

- 2.1. While on sick leave, employees are expected to be accessible for the purpose of communicating with the College, and where applicable, third parties.
- 2.2. Department Administrators are encouraged to maintain communication with an employee during periods of sick leave. The Department Administrator may need to contact the employee, to determine the nature and expected duration of the absence, to ensure plans are put in place to meet operational needs.

3. Reporting

- 3.1. Department Administrators must ensure that all sick leaves are reported to the Payroll Department in the pay period in which the leave is taken.
- 3.2. Specific access to sick leave benefits is determined by the provisions of the applicable collective agreement or relevant policy. However, the following guidelines should be applied:
 - 3.2.1. Administrative employees: All sick leave is recorded and should be reported.
 - 3.2.2. Faculty employees: For full-time and regularized faculty employees, the work week is deemed to be Monday to Friday and absences should be reported taking any non-instructional time into account. For non-regular faculty employees, there will be no deduction of time or salary if the missed classes are rescheduled at a mutually agreed time. These arrangements should be made and confirmed through the appropriate Dean or designate.
 - 3.2.3. Operational employees: All sick leave time is recorded and should be reported. An absence of less than two hours to attend medical or dental appointments or family emergencies or travels for medical purposes will not jeopardize an employee's entitlement to a wellness day.
- 3.3. If an employee on an approved sick leave has not returned to work prior to when the sick leave form is due, "To Be Determined" should be entered in the end date field. In this situation, Payroll will deduct sick leave time on a pay period basis until either the HR Administrator or Department Manager advises that the employee has returned to work.
- 3.4. If an employee on an approved paid family sick leave has not returned prior to when the leave form is due, enter an end date that reflects the maximum number of days an employee has remaining or is in the applicable collective agreement/policy.
- 3.5. Extended absences:
 - 3.5.1. Administrative employees
Where it is anticipated that the sick leave will result in an extended absence in excess of an employee's sick leave credits or ninety (90) calendar days, the employee or Department Administrator must notify the HR Administrator within

five (5) days of the initial absence in order to initiate the coordination of the absence until eligible for Long Term Disability.

3.5.2. Faculty employees covered under FCDP

Where it is anticipated that the sick leave will result in an extended absence in excess of thirty (30) calendar days, the Department Administrator must notify the HR Administrator within five (5) days of the initial illness in order to initiate the process of applying for Short Term Disability benefits.

3.5.3. Operational employees

Where it is anticipated that the sick leave will result in an extended absence in excess of five (5) business days, or in cases of high, or a pattern of sick leave usage, the Department Administrator must notify the HR Administrator within five (5) days, from the date of disability or at the time high/pattern usage is determined, in order to initiate the referral process to the Joint Early Intervention Program (JEIP).

3.6. Faculty employees not covered under FCDP, and operational and administrative employees: It is the Department Administrator's responsibility to ensure the employee has enough banked sick leave time to cover the period of the sick leave. If the employee does not have enough banked sick leave, the Department Administrator must ensure the HR Administrator is promptly advised within the pay period the sick leave is taken.

4. Proof of Illness:

4.1. Proof of illness may be requested for sick leave absences of five (5) days or longer. The proof of illness documentation may take the form of a medical certificate. The medical certificate will contain reference to the prognosis of the illness including the expected duration of the absence, why the employee is unable to carry out their duties, and that they are following a rehabilitation program/treatment plan.

4.2. The College may require an employee have their treating physician complete additional documentation and forward the completed information to the HR Administrator or a qualified third party for review and return to work planning.

4.3. Where an employee has repeated absences of a short-term duration, they may be advised that proof of illness will be required for future absences. If there is a charge for the proof, the College may at its discretion reimburse the employee for the cost.

4.4. For the purpose of sick leave the College or a qualified third party may require certification from an appropriate specialist depending on the nature of the illness.

5. Return to Work:

5.1. Where an employee returns to work prior to the earliest medical return date on file, the employee will be required to provide an updated medical documentation.

- 5.2. Documentation from an employee’s physician approving a return to work may be required if the original documentation did not specify the absence period, or if there are any medical limitations and/or restrictions which may impact an employee’s safe return to work.
- 5.3. Employees who are able to return to work on modified duties are required to provide a medical certification approving modified duties and including any limitations/restrictions or where appropriate, complete a Workplace Accommodation Application Form.
- 5.4. In instructional areas where a replacement employee has been hired, it is the College’s responsibility to assign other work to the returning employee.

Links to Other Related Policies, Documents, and Websites

[AD-HR-1.01 Sick Leave Policy](#)

[AD-HR-1.25 Workplace Accommodation Policy and Procedures](#)

Joint Early Intervention Program (JEIP): includes Abilities Management Access (AMA) Program
 Person’s Leave Detail Summary (LDTS) Instructions

Form

[Application for Sick Leave](#)

Procedure Amendment Log

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