



SECTION: Human Resources

POLICY: HR 10

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April 2019; September 2018; September 2015; March 2015

SICK LEAVE

PREAMBLE

Contact Brant places a high value on attendance as well as the well-being of employees. Regular attendance is critical to the services, goals, objectives, effectiveness, and standards of Contact Brant.

The purpose of this policy is to confirm the requirement that each employee work all scheduled hours as deemed necessary by their position, promote well-being and support of healthy lifestyles, and identify the parameters of paid sick leave when legitimate illness occurs. Paid sick leave has the specific purpose of protecting an employee's income against loss due to legitimate illness or non-work related injury.

Some organizations define Sick Leave in the number of occurrences rather than the number of eligible days because employers typically define it as a more serious problem if an employee has chronic absences rather than a single occurrence of a lengthier absence (e.g., 10 absences of 1 day each, compared to an employee who is absent once in a year for 10 days).

Contact Brant will work with employees to address well-being, as well as communicate costs and impact of absenteeism to other employees and the organization.

POLICY

All permanent full-time employees who have successfully completed the first 3 months of their probationary period will be eligible fiscally for 1.25 days per months worked of paid sick leave due to legitimate illness or non-work related injury.

PROCEDURE

1. Based on a 37.5 hour workweek, employees are entitled to 9.375 hours of sick leave per month worked in a fiscal year, totaling a maximum of 112.5 hours (15 days) per fiscal year. The amount of sick leave time per year is identified in hours at the beginning of the fiscal year, based on the projected number of months that will be worked and prorated for the employee's contracted hours in a workweek.
 - 1.1 Reporting of sick time used will be recorded in hours on the monthly Employee Attendance Record that is submitted to the Chief Executive Officer. No compensatory time can be accumulated in a week where sick time is taken.
 - 1.2 Eligible employees who have successfully completed their probationary period are eligible to receive sick leave benefits for the remainder of the calendar year beginning in their 4th month of employment.
 - 1.3 Employees who terminate during a given year and have taken more than their earned sick leave days per months worked, may choose to use any

balance of eligible comp time or vacation to off-set the unearned sick days taken or will have such monies deducted in their final pay.

2. Employees are encouraged to consider their own well-being to help manage regular attendance at work by being mindful of maintaining a healthy work/family life balance, health and safety practices, and considering a healthy lifestyle.
3. Employees may not accumulate or carry forward unused sick leave from one fiscal year to the next. Under no circumstances will unused sick days be paid out at any time.
4. Employees are responsible for notifying the Chief Executive Officer by email, telephone, or phone message if they intend to not report for work because of illness (or any other reason).
 - The employee should state the reason for the absence
 - The employee should ensure coverage for their work schedule for the day of absence due to illness.
5. Responsible use of sick leave is expected by employees. Sick days must be used only for legitimate illness or non-work related injury.
6. Contact Brant reserves the right to request medical certification in writing from a licensed physician or medical practitioner including:
 - The prognosis: the expected period of absence and an expected return to work date
 - Any changes in return to work dates
 - Confirmation of fitness to return to work and any limitations or restrictions in carrying out the employee's job function.
7. Abuse of sick days will not be tolerated. Any abuse or misuse of sick leave will be grounds for disciplinary action.
8. Well-being and promoting healthy lifestyles is supported by Contact Brant through benefit coverage for Paramedical Practitioners, Professional Development opportunities, and approved flexible schedules to accommodate non-work priorities.
9. An employee who is chronically absent due to illness or injury shall have their attendance record reviewed with the Chief Executive Officer. Supervision will address well-being and the impact of absence on other employees.
 - 9.1 Chronic absenteeism is defined as single use of sick days repeatedly over the year.
10. If an employee utilizes all their eligible Sick Leave days, the employee can request the Chief Executive Officer for approval to use accrued Compensatory time or eligible Vacation time, or request an Extended Sick Leave.

Extended Sick Leave:

1. For an extended sick leave, once an employee utilizes all their eligible Sick Leave days, the employee will be required to apply for Employment Insurance (EI) sick benefits. Following the 15 weeks on EI benefits, employees will be eligible for Long Term Disability insurance per the employee benefits package.
2. Contact Brant will work with the employee and the employee's physician to develop an accommodation plan when this identified as needed by a physician. The Chief Executive Officer will remain in regular contact with the employee while

on extended sick leave to see how they are doing and confirming the plan to return to work when confirmed by the physician.

2.2 The employee is obligated to work with the employer on the return to work plan as well as an accommodation plan including:

- Providing the Chief Executive Officer with written medical certification from a licensed physician or medical practitioner the expected period of absence and an expected return to work date; any updated return to work dates need to be similarly communicated.
- Prior to returning to work, providing the Chief Executive Officer with (i) written medical certification from a licensed physician or medical practitioner of final medical confirmation of return to work date as well as (ii) confirmation of fitness to return to work; (iii) any limitations or restrictions in carrying out the employee's job function; whether limitations are time-limited or permanent.

2.3 If an employee fails to request extended sick leave with proper notification or fails to request an extension of the initial sick leave beyond the physician-approved return to work date, the employee can be deemed to have abandoned their position.