



## POLICY AND PROCEDURE MANUAL

**SECTION: Human Resources**

**POLICY: HR 07**

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**PAGE: 1 of 2**

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### SICK LEAVE

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#### **PREAMBLE**

Contact Brant places a high value on attendance as well as the well-being of employees. Regular attendance is critical to the services of Contact Brant.

Paid sick leave serves to protect an employee's income against loss due to legitimate illness or non-work-related injury.

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.

Contact Brant will work with employees to address their needs as well as communicate the impact of absenteeism on other employees and the organization.

#### **Definitions:**

**Full-time (FT) employees** are those who work 37.5 hours per week.

**Part-time (PT) employees** are those who work under 37.5 hours per week.

The **Fiscal Year** is from April 1 to March 31<sup>st</sup>.

#### **POLICY**

Per fiscal year, full-time employees will be eligible for 15 paid sick days. Part-time employees' paid sick leave will be prorated according to the estimated total number of hours they will work during the fiscal year.

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, including upon resignation or termination of employment.

Both full-time and part-time time employees receive their paid sick leave entitlements at the beginning of the fiscal year.

New employees' sick leave will be prorated from the date of hire until the conclusion of the fiscal year. Recently hired employees will receive a minimum of three (3) paid days following two (2) weeks of employment.

#### **PROCEDURE**

1. At the beginning of the fiscal year, the number of hours of sick leave per year is set based on how many months are expected to be worked. This number is prorated for the employee's contracted hours in a workweek and for new employees using a start date two weeks after their hiring date.

- 1.1 On the monthly Employee Attendance Record, which is submitted to their Supervisor, sick time will be recorded in hours.
  - 1.2 When sick time is taken, Banked Hours cannot be added to the total for that week. Refer to the Hours of Work Policy for information about Banked Hours, which an employee may be given if they work more than their normal workweek.
2. Employees are expected to notify their supervisor by email, phone, or phone message if they are sick and will not be coming to work. The supervisor will make sure their work schedule is covered or change meeting dates as needed.
  - 2.1 Wherever possible, the employee should notify all employees of their absence by email.
3. Contact Brant reserves the right to request a Functional Abilities Form (FAF) to facilitate employees' return to work when their sick leave is longer than 5 working days.
4. If an employee uses all of their sick leave days, they can use banked time or vacation time, or they can ask for their sick leave to be extended as unpaid leave.

**Extended Sick Leave:**

5. For extended sick leave, employees will have to apply for Employment Insurance (EI) sick benefits once they have used all of their sick leave days. According to the employee benefits package, after 15 weeks of receiving EI benefits, employees will be eligible for Long-Term Disability Insurance.
6. Contact Brant will work with employees to make an accommodation plan if a third-party LTD provider or a doctor says that it is needed. The supervisor will keep in touch with the employee while they are on extended sick leave to see how they are doing and make plans for their return to work when the doctor says they are ready.
  - 6.1 The employee must collaborate with the employer to develop a strategy for returning to work and making accommodations.
  - 6.2 The employee must provide their supervisor with a medical certification from a registered physician or medical practitioner indicating the anticipated duration of absence and the anticipated date of return to work. Any changes to the anticipated return to work date must be informed in the same manner.
  - 6.3 Before returning to work, the employee must provide their supervisor with the following information:
    - Medical confirmation of a return to work date;
    - Confirmation of fitness to return to work;
    - Any limitations or restrictions in performing the employee's job function, including whether they are temporary or permanent.