

## Standard Operating Procedure Human Resources

**Procedures:** Sick Leave for Contract CPM  
Employees

**S.O.P Number:**

**Department/Unit:** Human Resources

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A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures.

**Task Description:**

These procedures relate to sick leave entitlements as it applies to Confidential, Professional and Managerial Employees employed on a contractual basis.

**Steps/Processes:**

**1. Eligibility**

- 1.1 Confidential, Professional and Managerial (CPM) employees who are employed on a contractual basis are eligible to earn sick leave credits at the rate of two (2) days per completed calendar month of employment.
- 1.2 Unused sick leave credits shall not be carried forward beyond the term of the employee's contract or any renewal or extension thereof.

**2. Entitlement**

Personal Sick Leave

- 2.1 Personal sick leave may be granted to an eligible CPM employee employed on a contractual basis who is prevented from performing his or her duties of employment because of personal illness or injury with continuation of salary and benefits to the extent of the employee's accrued sick leave. An employee's accrued sick leave will be deducted on a day by day basis for each

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working day that the employee is prevented by personal illness or injury, from performing his or her duties of employment, until the employee returns to work or exhausts their sick leave entitlement.

### Sick Leave for Compassionate Purposes

- 2.2 Sick leave for compassionate purposes may be granted to an eligible CPM employee employed on a contractual basis for the care of an ill or injured immediate family member who is dependent on the employee for his or her care. For this purpose, immediate family member includes the employee's spouse, children or stepchildren, siblings, parents or step-parents, parents-in-law, son-in-law or daughter-in-law.

Provided that the employee has accrued sufficient sick leave credits, a maximum of ten (10) working days per calendar year period may be granted to an employee for compassionate purposes. An employee's accrued sick leave will be deducted on a day by day basis for each working day that the employee is absent for compassionate purposes.

Arrangements for sick leave for compassionate purposes are to be made by the employee with his or her immediate supervisor. If the employee exhausts all ten (10) days of sick leave for compassionate purposes, the employee may approach their immediate supervisor to request to use personal leave days or vacation days as necessary.

### Sick Leave for Medical Appointments

- 2.3 Personal sick leave described in 2.1. above may also be used by the employee to attend to appointments with regulated medical professionals.

### Sick Leave for Workplace Illness or Injury

- 2.4 When an illness or injury is work-related and Workplace Safety and Insurance Board (WSIB) approves a claim for loss of earnings, the University will continue to provide the employee's salary and benefits until the employee exhausts his or her accrued sick leave entitlement. Such claims for workplace illness or injury involving WSIB will be administered by the Employee Well-Being Office.

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#### **3. Medical Documentation**

- 3.1 Prior to the granting of salary and benefits, or at any time during an employee's absence due to reasons as described in 2.1, 2.2 and 2.3 above, the University may require the employee to provide documentation of the illness and/or injury from a legally qualified medical practitioner. This documentation must be in a form satisfactory to the University.
- 3.2 The University may at its discretion, require additional medical assessments and/or evaluations in order to obtain medical opinion(s) with regard to the nature, and/or duration of the illness or injury and the employee's fitness to resume his or her normal duties of employment, or such duties as may be suited to the employee's state of health.

#### **4. Return To Work**

- 4.1 If exceptional circumstances warrant any further grant of paid or unpaid sick leave exceeding the entitlement set out in sections 1 and 2, above, the employee may make written application in the form as directed by the University, with supporting medical documentation, to his or her appropriate Director, Dean, Associate/Assistant Vice-President, or Vice-President designate, who will confer with the Assistant Vice-President of Human Resources before a decision is reached. The decision will be given in writing to the employee as soon as possible after the application is received.
- 4.2 An employee who is absent on sick leave will be reinstated to his or her former position, provided that the term of their employment contract has not expired, upon providing medical documentation in a form satisfactory to the University, if requested, certifying that the employee is fit to return to work.

The employment of an employee who remains absent on sick leave at the end of the term of his or her employment contract will be terminated in accordance with the terms of the contract.

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### **5. Departmental Records**

It is the responsibility of each department head to ensure that accurate records of sick leave absences are maintained and updated on a monthly basis for each CPM employee in his or her department.