

## Standard Operating Procedure Human Resources

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

**S.O.P Number:**

**Department/Unit:**

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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 applicable to permanent Confidential, Professional and Managerial Employees.

**Steps/Processes:**

**1. Eligibility**

1.1 Full-time, part-time, full-time sessional or part-time sessional Confidential, Professional and Managerial (CPM) employees who are actively at work are eligible for sick leave for a period of up to seventy-five (75) working days per calendar year from January 1<sup>st</sup> through December 31<sup>st</sup>. New employees who are hired by the University after January 1<sup>st</sup> in any calendar year will have their sick leave benefit calculated on a prorated basis, calculated at the rate of six and one-quarter (6.25) days per month from the employee's date of hire until the end of the year.

1.2 Employees in the part-time or part-time sessional categories, and those employees who work less than twenty-four (24) hours per week will be eligible for pro-rated sick leave, determined in accordance with the percentage of full-time hours worked in a given year.

1.3 Any unused balance of sick leave at the end of the calendar year shall not be carried forward to any subsequent year, except as set out in 1.5, below.

## Standard Operating Procedure Human Resources

1.4 For the purposes of eligibility, “actively at work” shall include absences for vacation and leaves of absence with pay, but shall not include sick leave and Long-term disability.

1.5 Where a CPM employee is not actively at work on the last working day of the calendar year by reason of illness or injury, that has continued for ten (10) working days as of that date, any unused balance of the sick leave from that calendar year shall be retained by the employee to be used to continue to cover the current absence due to illness or injury.

When the employee returns to work from such illness or injury in the new calendar year, the entitlement to sick leave credits shall be reinstated upon the employee completing twenty (20) consecutive working days.

The employee will have their sick leave benefit calculated by deducting the number of credits used in the current year from the total of seventy-five (75) working days.

## 2. Entitlement

### Personal Sick Leave

2.1 Personal sick leave may be granted to an eligible CPM employee who is prevented from performing his or her duties of employment because of personal illness or injury with continuation of salary and benefits for a period of up to seventy-five (75) working days per calendar year. An employee’s available sick leave will be deducted on a day by day basis for each 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 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. A maximum of ten (10) working days per calendar year may be granted to an employee for compassionate purposes. These ten (10) days will be deducted from the employee’s sick leave entitlement of seventy-five (75) working days on a day by day basis for each working

## Standard Operating Procedure Human Resources

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 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 available sick leave entitlement. Such claims for workplace illness or injury involving WSIB will be administered by the Employee Well-Being Office.

## **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

## Standard Operating Procedure Human Resources

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.

### Long Term Disability

4.2 An employee, other than a contract employee, who is not able to return to work within ninety (90) calendar days due to work related (WSIB) or non-work related illness or injury may apply for Long Term Disability benefits (LTD) under the terms of the CPM LTD Plan administered by the Employee Well-Being Office. The Employee Well-Being Office will forward an application for LTD benefits to an employee who has been absent due to illness or injury or WSIB leave for 28 calendar days.

4.3 An employee who is absent on sick leave for twelve (12) months or less will be reinstated to his or her former position, or if it no longer exists, to a comparable position upon providing medical documentation in a form satisfactory to the University, if requested, certifying that the employee is fit to return to work. Where the absence exceeds twelve (12) months, the University may, at its discretion, post the position in accordance with the Recruitment of CPM Employees Standard Operating Procedures.

An employee who is absent on sick leave in excess of twelve (12) months and who wishes to return to work shall notify the University at least four (4) weeks prior to the date that he or she will be fit to resume normal employment and provide medical documentation in a form satisfactory to the University certifying that the employee is fit to resume his or her normal duties of employment, or such duties as may be suited to the employee's state of health. The University will make every reasonable effort to find a suitable job for the employee commensurate with his or her skills and experience. If no such position exists the employee's employment will be terminated.

### **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.