

<b>Number:</b>	RHR-219
<b>Title:</b>	Sick Leave
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	September 18, 2013
<b>Approved:</b>	September 18, 2013 by the Council of Administration <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Council of Administration

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation determines the details relating to sick leave granted to the administrative staff.

## 2. Definitions

Sick leave: period during which an employee is entitled to be absent from work due to illness, physical or psychological inability to work or an accident, when no salary compensation is paid by another authority.

Employee: for this regulation, means a member of the full-time administrative staff who receives benefits.

## 3. Regulations

### 3.1 Sick leave

Every employee is granted sick leave with pay at the rate of one working day per month provided that he work at least ten days during the month. Unused sick leave is accumulated from year to year up to a total of thirty working days.

Any absence due to illness is deducted from the accumulated sick leave. Such deduction, however, does not include statutory holidays.

If an employee does not have sufficient accumulated sick leave, he may use his annual holidays, request leave without pay or with the authorization of the Vice-Rector, Administration borrow on his forthcoming holidays.

If an employee wishes to take advantage of the short-term or long-term disability program, he can use his accumulated sick leave, annual leave or with the permission of the Vice-Rector, Administration his forthcoming holiday to bridge the waiting period.

An employee who is granted leave without pay for any reason is not entitled to a credit for sick leave during his absence. However, upon his return to work, he shall be entitled to accumulated sick leave prior to the absence.

### 3.2 Work-related accident

Any illness or injury caused by a work-related accident must be reported to the immediate supervisor and the Human Resources. Since the University is not subject to the Ontario Workplace Safety and Insurance Board Act, the various government health care services cover care costs while Employment Insurance or disability plans of the University covers salaries according to the eligibility criteria of these programs.

However, if an employee has an accident or suffers injuries while working and if that person misses work for a period of time not exceeding five working days, his salary will be maintained without affecting his sick leave reserve. Beyond five working days, he may use his sick leave reserve and eventually apply to the short-term or long-term disability plan.

## **4. Implementing Rules**

If an employee is unable to perform his duties or to report to work due to illness, he must notify his immediate supervisor as soon as possible. The supervisor informs the Human Resources which will adjust the employee's electronic timesheet. Sick leave is accounted for and recorded by the Human Resources who can provide a report on demand.

A medical certificate may be required by the employer when an employee exceeds three consecutive days of absence due to illness. A medical certificate may be required if an employee takes a sick leave before or after a legal holiday or his own annual leave.

Upon termination of employment or retirement, the sick leave accumulated is not redeemable.

An employee who uses sick leave for a purpose other than provided for in this regulation is liable to incur disciplinary action that could lead to dismissal.