

<b>Number:</b>	RHR-219
<b>Title:</b>	Sick Leave
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	December 4, 2019
<b>Approved:</b>	December 4, 2019 by the Board of Governors <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 Board of Governors

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

## 1. Objective

This regulation establishes the terms and conditions governing sick leave.

## 2. Applicability

This regulation applies to administrative and management staff.

## 3. Definitions

Sick leave: The 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 the purposes of this regulation, a member of the full-time administrative or management staff who receives employee benefits.

## 4. Regulation

### 4.1 Sick leave

Every employee is entitled to sick leave with pay at the rate of one working day per month provided that he works at least 5 days during the month. Unused sick leave is accumulated from year to year up to a total of 30 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 against his forthcoming vacation time.

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 authorization of the Vice-Rector, Administration) his forthcoming vacation time to bridge the waiting period. An employee absent because of illness for more than 5 working days must apply for short-term disability.

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 any sick leave accumulated prior to the absence.

#### 4.2 Work-related accident

Any illness or injury caused by a work-related accident must be reported to the immediate supervisor and Human Resources Services.

If the employee is absent because of a work-related accident, he is entitled to collect benefits from the Ontario Workplace Safety and Insurance Board under the terms and conditions set by that Board. In this case, the employer supplements the salary and no leave is deducted from the employee's accumulated sick leave.

### **5. Procedure**

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

If an employee is absent because of illness for more than five consecutive days or if he takes sick leave before or after a legal holiday or his own annual leave, the employer may require a medical certificate.

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

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