

<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>Revision approved</b>	February 28, 2024 by the Board of Governor <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

If an employee wishes to take advantage of the short-term or long-term disability program, they can use their free days (see Regulation RHR-212), annual leave or, with the authorization of the Vice-Rector, Administration, their 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.

#### 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, they are 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 their duties or to report to work because of illness, they must notify their immediate supervisor as soon as possible.

If an employee is absent because of illness for more than five consecutive days, Human Resources Services must be notified.