

## Sick Leave Information Sheet

### Eligibility

Teachers and Support Staff/Education Workers.

All members who were previously included in the sick leave program from the MOU.

### Allocation

Full-time employees (permanent or long term) are allocated 11 days at 100% and 120 days at 90% with the ability to carry over unused 100% days to top-up the 90% days in the following year. Each carry over day can top up 10 90% days.

Part-time employees (including term assignments of less than a full year) will be allocated 100% and 90% days pro-rated to FTE and the length of the work year. Any assignments that go beyond the normal work year shall be considered a term assignment for sick leave allocation purposes.

All sick days will be allocated at the beginning of the year or assignment regardless of start date or return to work from any leave other than sick leave, WSIB, or LTD which is described below.

### Usage

Sick leave will be provided for reasons of personal illness or injury including personal medical and dental appointments.

If an employee's absence for the same illness or injury continues into the next school year, he/she will continue to access unused sick days from the previous year's allocation. A new allocation for the same illness/injury will only be provided once the employee has returned and completed 11 consecutive working days at full FTE. A new allocation will be used for any new illness or injury for employees whose absence continues into the next school year.

If an employee is accessing sick leave as a result of the same illness/injury into the next school year but is returning at less than full FTE, he/she will continue to use the previous year's allocation. If the employee exhausts the previous allocation, he/she will be provided with a new allocation for the part of the FTE worked (pro-rated as if part-time). Any absences occurring during the working portion of the day will be deducted from the new allocation, once provided.

### Administration

Existing rules for the provision of medical notes and IME reports continue.

Functional abilities can only be reported on the form appended to the Central Terms unless a different one is negotiated locally.

The Board may not contact the medical practitioner directly.

### Overall

The changes to the plan usage are intended to capture those employees who have been fully or partially absent for the same illness year after year and to ensure that employees are able to make a safe and healthy return to work from medical leave. For all other situations, there should be no change to the eligibility for sick leave usage.

### Example of a return to partial duties

A is a full time worker who has been off on sick leave due to a back injury. A is ready to return partially in September to work at 0.5 (mornings only). Sick leave will be allocated as follows:

- For the afternoons when A is still off sick, the previous year's allocation will continue to be used until it expires.
  - When the previous year's allocation expires, a new allocation will be provided for the rest of the year to be used for the mornings only.
- For the mornings when A is working, any absences (whether due to the back issue or any other illness or injury) will be fully paid and will be deducted from the new allocation at the time it is allocated.
  - The previous year's allocation is NEVER used for the mornings.