

# Sick Leave Administrative Guidelines

This guideline is intended to set out the general principles that govern the University's administration of the short-term sick leave benefit. The guideline is not intended to be an exhaustive list of all possible scenarios that might arise—flexibility to take individual and unique circumstances into account must be maintained both for employees' benefit and for the integrity of the plan. The guideline is subject to the specific requirements of the collective agreement.

## Intention

Short-term sick leave benefit provides all employees, when they are absent from work due to a bona fide illness or injury, with an income replacement plan to support employees when they suffer a significant illness or injury that may lead to long-term absence and LTD. The plan was designed to coordinate with the "elimrbb1a0(")-t TJ 0.001 Tc -0.002 Tw -31.015 -1.22 Td [(o)-2 (n)1 ( lay)4 (o)-2 (f)1.1 (f)1 (,)1 ( re)4 (c)-1 (all o will be addressed through a modified time accommodation.

## Commencement of Benefit

The period of entitlement commences on the first day of illness.

## End of Benefit

Entitlement to the benefit ends not later than the day an employee's employment with the University ends.

## Recurrence

If, after satisfying the waiting period, an employee has a recurrence of the same illness, within one (1) calendar month of returning, the period(s) of return may be, and the subsequent absence will be, a continuation of the original sick leave. Again, this coordinates the sick leave with the insurer's administration of the Waiting Period for LTD benefits.

If, after returning from LTD, an employee has a recurrence of the same illness within 180 calendar days of their return to work, the employee is not entitled to the sick leave.

