



<b>Subject</b>	<b>CHARGING SALARIES TO CENTRAL SICK LEAVE FUND – Exempt, Faculty, Vocational Instructor and Support Staff</b>		
<b>Procedure Section</b>	<b>3 Salary Administration</b>		
<b>No.</b>	3.13		
<b>Exempt Employment Policy References</b>	Sr. Managers Administrators Excluded Support	E.2.12	
<b>Collective Agreement References</b>	Faculty Vocational Instructor Support Staff	Article 45 Article 23 Article 52	
<b>Forms &amp; Other Reference Material</b>			
<b>Status of Approval</b>	Final	18-October-2018	Lynda Dreaper

**PREAMBLE:**

Where an **\*eligible employee<sup>1</sup>** is absent on approved sick leave, the replacement employee’s salary and benefits may be charged to the **Central Sick Leave Fund (“CSLF”)** once established criteria are met and upon approval of the relevant budget managers. Specifically, these criteria include, when an \*eligible employee:

1. Is absent from work on an extended medical leave and the absence is medically supported by the OC claims adjudicator; and
2. Is expected to be absent for 10 or more consecutive working days; and
3. Is receiving paid sick leave by drawing down on his/her personal sick leave credits; and
4. Is replaced by hiring another employee as part of the backfill arrangements.

There are limitations to utilizing the CSLF including: (a) the replacement to be charged to the CSLF is the “last” person hired as part of the backfill plan; (b) the total cost of the replacement’s salary and benefits charged to the CSLF cannot exceed the cost of the salary and benefits for the employee who is absent; and (c) if an employee’s absence is \*not\* medically supported (and is confirmed at a later date through the College’s sick leave protocol), the replacement’s salary and benefits will be reversed and charged back to the hiring department’s budget.

**PROCEDURE:**

1. Human Resources (normally the *Pension & Benefits Coordinator*) will update the supervisor with respect to the specific timeframe where an employee’s sick leave absence is medically supported by the OC claims adjudicator.

<sup>1</sup> **\*eligible employee** = an employee who is eligible to accrue and utilize his/her accumulated sick leave credits (may include borrowing future and/or donated sick leave credits if applicable)

2. Should an \*eligible employee's absence be medically supported for 10 or more consecutive working days, the Originator of a staffing action may request approval from Human Resources to utilize the Central Sick Leave Fund to charge the salary of the replacement employee who is covering for the \*eligible employee on sick leave.
3. For each occurrence where staffing is submitted to Human Resources which is charged to the CSLF, approval is required from the *Manager, Staffing, Benefits and Compensation*.

The approval from Human Resources will normally take the form of an email and will include the specific period where approval is required to charge the replacement employee to the CSLF.

The period of the applicable staffing action will coincide with the specific timeframe that the ill employee's absence is medically supported by the OC claims adjudicator.

***Sample email requesting approval to utilize the Central Sick Leave Fund:***

To: **Manager, Staffing, Benefits and Compensation**  
 Subject: **Authorization to Utilize Central Sick Leave Fund ("CSLF")**

This email is to request approval to utilize the Central Sick Leave Fund for the period of [date] to [date] to backfill [name of employee] on leave.

I understand that the total cost of the replacement's salary and benefits charged to the CSLF cannot exceed the cost of the salary and benefits for absent employee.

4. Approved charges to the CSLF utilize the following position numbers (found in FOAP look-up):

ADMIN / EXCLUDED	P00089
FACULTY	P00090
VOCATIONAL	P00091
SUPPORT	P00092

5. Once approval is received to utilize the CSLF, the email approval is attached to the applicable Hiring Proposal of the replacement employee as authorization.