



Subject	SICK LEAVE – REPORTING OF ABSENCES (formerly titled “7.03 Sick Leave – Reporting of Absences” & “7.03 Reporting of absences – Sick Leave & WBC”)	
Procedure Section	10 Leaves	
No.	10.30	
Exempt Employment Policy References	Sr. Managers	Section 9 (Sick Leave)
	Administrative	Section 16 (Sick Leave)
	Excluded Support	Section D (Regular Appointment Benefits: Sick Leave Provisions)
Collective Agreement References	Faculty	Article 46 (Sick Leave)
	Vocational	Article 23 (Illness, Injury and Long-term Disability)
	BCGEU Com. Agreement (Faculty & Voc'l)	Article 7 (Leaves)
	Support	Article 52 (Sick Leave Provisions) LOU #7 (Central Sick Leave Bank) Letter of Agreed Operating Principles
Forms & Other Reference Material	MyOkanagan.bc.ca > Employee > Administrative Functions > Employees > <u>My Leave Balances (ELMS)</u>	
Status of Approval	Approved 08-May-2013	Margo Kendal

PREAMBLE:

Sick leave is the period of time an employee is permitted to be absent from work without loss of salary by virtue of being sick, disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Worker's Compensation Act.

PROCEDURE:

1. Employees absent from work due to illness or injury must advise their supervisor as soon as possible, but no later than the commencement of the next scheduled shift/class, of the nature and expected duration of the absence. The supervisor will be made aware of the absence directly, in order that alternate staffing arrangements may be put in place without delay, when required. The supervisor should also establish the frequency of further reporting with the employee at this time.
2. When the appropriate supervisor, or designate, is not immediately available, the employee must make arrangements to communicate directly with the supervisor at the earliest opportunity. Failure to notify the supervisor directly within a reasonable period of time may result in the employee being deemed absent without approval.
3. Supervisors are encouraged to maintain communication with an employee during periods of leave, and in the event that the employee is not able to speak directly with his/her supervisor, the supervisor may need to contact the employee at home to determine the nature and expected duration of the absence.
4. It is the supervisor's responsibility to ensure that a request for leave is submitted through ELMS to cover the period of leave upon the employee's return to work. If it is anticipated that the leave will result in an extended absence in excess of five (5) days, the supervisor must contact the Pension & Benefits Coordinator in Human Resources at extension 4603 to ensure that the appropriate documentation is completed.

5. Specific access to sick leave benefits is determined by the provisions of the applicable employment policy or collective agreement.
6. An employee who is absent on sick leave may be asked to provide a certificate from a duly qualified practitioner certifying that s/he is unable to carry out her/his duties due to illness. The certificate will contain reference to the nature of the illness, why the employee was unable to carry out his/her duties, and the expected duration of the sick leave.
7. A certificate from a duly qualified practitioner will normally be required for all absences due to sick leave which are anticipated to exceed five (5) days. The certificate is to contain reference to the nature of the illness and why the employee is unable to carry out his/her duties, the expected duration of the sick leave, and the recommended treatment. In addition, OC may require the employee to have his or her physician complete additional documentation and forward the completed information to Human Resources or a third party for review and consultation.
8. For the purpose of sick leave associated with stress-related illnesses, documentation a "duly qualified practitioner" may be required from a registered clinical psychologist, psychiatrist, or appropriate specialist. For other illnesses, OC may require certification from an appropriate specialist depending upon the nature of the illness.
9. When an employee returns to work from an extended medical leave of five (5) or more days, the supervisor is to inform the Human Resources Division as soon as the employee has returned to work to ensure accurate compensation, reporting of time, and financial coding.
10. If an employee returns to work prior to the earliest date the original physician's documentation specified, documentation from the physician is required to confirm that the employee is medically cleared for a return to work and can resume regular duties.
11. Documentation from the employee's physician approving a return to work will be required if the original documentation did not specify a return date or if there are limitations or restrictions related to the employee's medical condition which may impact the employee returns to work, e.g., heart surgery.
12. In the instructional area, if a replacement employee has been hired and the supervisor does not feel it is appropriate to change employees when the employee is able to return to work, it is OC's responsibility to assign other work to the returning employee. Employees have a legal right to return to work if they have recovered and been medically cleared for a return to work.