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| | | sick leave for a period of 6 months. If after 6 months, sick leave falls below this threshold, medical certificates will no longer be required . |
| New Clause – Recurrence of an illness or injury | | <p>Recurrence of the same illness or injury (leading to sick leave) within 4 weeks from a return to full duties and full hours will count towards the same 26 week period of sick leave.</p> <p>A return to full duties and full hours for more than 4 weeks will trigger a new continuous period of sick leave due to that illness or injury with a new 26 week maximum period.</p> |
| Claim for Casual Illness or Sick Leave Form | The form must be completed for each paid sick leave absence . | No specific form is required . Reporting method is at the discretion of the Supervisor. |
| Coding sick leave on pay records | Two separate payroll codes: #465 Sick 21 hours or less #525 Sick more than 21 hours | One sick leave code for all paid sick leave: #466 ² CUPE Paid Sick Leave for Salary |
| Wellness & Recovery | Return to Work/Disability Management | Return to Work/Disability Management department is now the Wellness & Recovery (W&R) department |
| Collective Agreement Articles | Some Collective Agreement articles still applied | Collective Agreement articles that still apply are: 35.01 and 35.06 to 35.16 |
| New Joint Case Review Committee | N/A | New Joint (Union/W&R) Case Review Committee is established to review appeals |

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The 2019 Protocol Threshold

How does the threshold apply?

If you have been away 4 times for a total of 98 hours (14 days counted as 7 hours per day and pro-rated for part-time employees) of paid sick leave in a 12-month period, your supervisor will refer you to Wellness and Recovery (W&R). W&R staff may suggest resources and explore options if there are chronic health issues, which may include looking at appropriate accommodations to help you to stay at work. Your supervisor will advise if you are required to provide a medical certificate for every sick leave absence for the next 6 months.

At the end of 6 months on protocol, if your sick leave has dropped below the threshold, your supervisor will let you know that medical certificates are no longer required.

The threshold is calculated over a rolling 12-month period. If you take sick leave while you are on the protocol, you may reach the threshold again, and your period on protocol will be extended.

The threshold will be pro-rated for part-time employees (ie, if you work 0.5 FTE, the threshold will be 4 occurrences/shifts and 49 hours).

Supervisors will receive system-generated emails

If your employee has additional sick leave during the 6-month period, you will receive another system-generated email with the new date the threshold was met. This will start a new 6-month period. You will provide your staff with a new letter

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Seniority

Are there any changes for staff with less than 5 years of seniority?

Previously, salary would drop to 75% and then 60% based on years of seniority. (IIHF WLYH 1RYHPEHU , salary will drop to 75% as before, but there will be no further reductions for the remainder of the 26-week sick leave period. These reductions are handled by the W&R staff.

Supervisors will advise staff ZLWK OHVV WKDQ PRQWKV. VHQLRULW\ LI they have met their maximum paid sick leave (are away more than 1 week) and ensure any additional days in the continuous period DUH FRGHG DV 'XQSDLG VLFN OHDYHμ.

Recurrence of Illness

What happens if I get sick again?

If, after a period of sick leave, you return to work full hours, full duties for more than 4 weeks, your period of continuous illness will be concluded. Should you become ill again as a result of the same illness or injury more than 4 weeks later, you would be entitled to another 26 weeks of continuous sick leave.

Supervisors will work with W&R to confirm when you have returned to full duties (if that was the advice from your physician) and your return to work will be concluded. If an accommodation is recommended by your physician, your full return to work will not apply until the end of that accommodation period.

If you return to working your full hours and full duties, but become ill again as a result of the same illness or injury within 4 weeks, that sick leave is considered a recurrence of the same illness; both periods will be counted together towards the 26 weeks.

Supervisors will be instrumental in determining when your staff member has returned to full duties. In a Gradual Return to Work (GRTW), W&R will be monitoring the plan and the increase in hours to full time but will rely on your expertise in determining if and when your staff is working at full duties so the Return to Work (RTW) plan can be closed.

Medical Documentation

When do I need to provide medical documentation?

If you have been away for 35 consecutive hours (5 continuous days, including any Modified Day Off as a result of a modified work week arrangement), prorated for part-time staff, your supervisor may request that you provide medical documentation.

Supervisors may use discretion depending on the circumstances. Any medical documentation is to be sent to W&R. QRW
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Appealing a Decision

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Examples

The following scenarios provide some practical examples of how the 2019 protocol will work:

Threshold is met (4 occurrences AND 14 days/98 hours in a 12-month period) V W D U W X Q V

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