

4.9 SICK LEAVE (WITH PAY) / MEDICAL LEAVE (WITHOUT PAY) POLICY

Policy:

Employees accrue sick leave as per the Collective Agreement. Employees who are unable to work because of illness are paid for the number of days of sick leave that they have accrued. If an employee is unable to work after his/her sick leave has expired, they may be granted a leave of absence for a limited period as authorized by the designated Manager. Thereafter they must apply for a leave of absence and submit it to the designated Manager for approval.

Request for Medical Leave:

Employees requesting a sick or medical leave of longer than one week must apply in writing to the designated Manager. This form shall be accompanied by a report from a qualified medical practitioner indicating all of the following:

- The nature of the illness or the reason that a leave is required
- The treatment that the employee will receive, and
- The expected length of the leave.

All employees who are off sick for longer than 5 work days will be referred to the Early Intervention Program. A representative from Disability Management Institute (DMI) will contact the employee to check in and discuss if any additional services or supports are required to help them get well and return to work. The employee will submit medical documentation confirming their absence from work due to illness/injury to their Supervisor/Coordinator.

Communication During Medical Leave:

During a Medical/Sick Leave of longer than one month, the employee shall make every reasonable effort to advise DMI of any change in his/her expected date of return as soon as possible.

Supervisors/Coordinators should contact employees on sick/medical leaves monthly to determine their situation. Time and date of all contact and information will be documented.

Return to Work:

Prior to return to work from a Medical/Sick Leave of less than two weeks, the employee shall contact their Supervisor/Coordinator to let them know they are ready to return to work. The employee must provide a doctor's note that states they can return to "full" duties, to their supervisor/coordinator prior to their first shift back.

Prior to return to work from a Medical/Sick Leave of longer than two weeks but not longer than two months, the employee shall give the employer one week's notice, in writing, of his/her intention to return to work.

Prior to return to work from a Medical/Sick Leave of longer than two months, the employee shall give the employer two week's notice, in writing, of his/her intention to return to work.

This notice, in all Medical/Sick Leaves of longer than two weeks, shall be accompanied by a report from a qualified medical practitioner which includes the following information:

- Medical reason for absence from work
- Treatment received during the absence from work
- Medical clearance/approval that the employee is able to complete all duties in their designated employment position and job description.

BACI will forward this letter to DMI, who will assist in any return to work plans that need to be developed. When an employee has been off of work for 4 weeks or longer, they will meet with the department Manager and their Coordinator/Supervisor, prior to their return to work, to present their doctor's note and discuss any changes or updates and verify their return to work date.

Duration of Sick/Medical Leaves:

As per the Collective Agreement, employees with more than one (1) years' service who are off because of sickness or accident shall, at the expiration of paid sick leave benefits, be continued on the payroll under the heading of leave of absence without pay for a period of not less than one (1) month plus an additional one (1) month for each additional three (3) years of service, or portion thereof, beyond the first year of service.

Employees with less than one (1) years' service who are off because of sickness or accident shall be continued on the payroll under the heading of leave of absence without pay for a period of seven (7) work days.

Further Leaves of Absence:

Further leave of absence without pay shall be granted upon written request provided that the request is reasonable. The Employer may require the employee to prove sickness or incapacity and provide a medical opinion as to the expected date of return to work. The Employer's decision for further leave of absence without pay shall be in writing. If the Employer does not receive the written report by the end of the leave of absence without pay explaining the employee's condition, the employee's services shall be terminated.

Requests for leave of absence beyond the periods outlined above shall be made in writing and shall consist of a Request for Leave of Absence Form and a Report from a Medical Practitioner which includes the following information:

1. Medical reason for continued absence from work
2. Treatment being received during the absence from work
3. Prognosis for a recovery such that there will be no ongoing effects which might
 - I. Prevent the employee from being able to fulfill his/her full responsibilities
 - II. Put the employee at risk
 - III. Put co-workers or clients at risk.

A further leave of absence shall be granted if all of the following conditions are met:

1. There is a medical reason for a continued absence from work,
2. There is a reasonable prognosis for the employee to be able to return to work and adequately and safely fulfill the responsibilities of any job that the employee is qualified to perform, and
3. There is a reasonable expectation that the employee will be able to return to work within a period equal to that outlined in this policy.