

Sick Time

Purpose *To promote employee health and wellness through having a paid time benefit that allows employees to address the medical needs of themselves and their family member. Labor Standards does not require a paid sick time benefit to be provided to any employee, ASC therefore exceeds the Standard.*

Policy Statement *After 3 months of continuous employment, Accredited Supports to the Community will provide annually in conjunction with the calendar year:*

- *96 hours of paid sick leave for full time employees, described as working on average a minimum of 32 hours per week,*
- *64 hours of paid sick leave for part time employees who work an average of 24 to 31 hours,*
- *32 hours of paid sick leave for part time employees who work an average of 16 – 23 hours per week.*

Part time employees who work less than an average of 16 hours per week and casual employees do not receive sick time benefits.

Employees hired into term positions are not eligible for sick time benefits. Exceptions to this may be applied at the direction of the Executive/Services Director if the employee was working in a previous capacity within Accredited Supports to the Community that had sick time benefits.

In recognition of the need to attend medical and dental related appointments on occasion during scheduled work time, and also in recognition of the medical needs of dependent children, parents, spouses or members of the immediate household, employees may use up to half of their eligible sick time for these purposes. In recognition of the need for employees to ensure they take the time they need for themselves to rest and recover when they are ill, half of the sick time eligibility is for this specific purpose.

| | | | | | | | |
|---------------|-----------------|---|----------|--|--|-------|--------|
| Program Area: | All Areas | | | | | Page: | 1 of 2 |
| Section: | Human Resources | A | Jul 1/12 | | | | |
| Sub-section: | Benefits | | | | | | |

ASC, at its discretion, may withhold sick time benefits under the following situations:

- *Failure to notify Supervisor of absence,*
- *During the period after an employee has provided notice of termination,*
- *Failure to provide a physician's note when required/requested,*
- *If there is a concern relating to the use of the sick time.*

Unused sick time allotments are not accrued from year to year.

| | | | | | | | |
|---------------|-----------------|-------|----------|--|--|--|--------|
| Program Area: | All Areas | Page: | | | | | 2 of 2 |
| Section: | Human Resources | A | Jul 1/12 | | | | |
| Sub-section: | Benefits | | | | | | |

Sick Time

Employee Responsibilities

1. Regardless of eligibility for sick time benefits, the employee must directly notify their Supervisor of their intent to be absent from their shift due to sickness as soon as possible prior to the commencement of a shift. Dependent on the circumstances, failure to notify a Supervisor of absence from work could constitute abandonment of position.
2. An employee who is absent from duty and claims sick time benefits, may be required to submit a physician's note if the period exceeds three consecutive working days, or if there is a consistent pattern of sick leave. If an employee does not comply with the request for the physician's note, the employee may not be paid for the sick time in question.
3. Personal and family/medical appointment sick time taken must be noted on the employee time sheet.

Determining Sick Time Benefits

1. Upon hire, into a part time position, an employee's hours will be tracked for the first three months. An average weekly amount of hours worked will be determined based on these three months. Staff development hours will not be used in the calculation of eligibility.
2. If the employee's hours meet eligibility requirements for the sick time benefits, the benefit will be pro-rated based on the number of remaining months in the calendar year.

For example: an employee commences June 1, eligibility is determined during June, July and August. The employee averaged 27 hours per week, the employee is entitled to an annual paid sick leave of 64 hours. There are 4 remaining months in the calendar year. The following formula of calculation is used: their annual entitlement of 64 is divided by 12 months, which equals 5.33 hours per month, times the remaining 4 months. The employee therefore has 21 hours of paid sick time benefits to the end of the calendar year.

3. Eligibility will be determined annually for the upcoming year, based on the average hours worked at the end of the current calendar year.

| | | | | | | | | |
|---------------|-----------------|---|----------|--|--|--|-------|--------|
| Program Area: | All Areas | | | | | | Page: | 1 of 2 |
| Section: | Human Resources | A | Jul 1/12 | | | | | |
| Sub-section: | Benefits | | | | | | | |
| | | | | | | | | |

Term Positions

1. Employees that are first time hires into a term position with no indication of ongoing employment are not eligible for paid sick time benefits.
2. In circumstances where an employee was working in a previous capacity with ASC that had sick pay benefits and they then enter into a term position, paid sick time eligibility may apply.

| | | | | | | | |
|---------------|-----------------|-------|----------|--|--|--|--------|
| Program Area: | All Areas | Page: | | | | | 2 of 2 |
| Section: | Human Resources | A | Jul 1/12 | | | | |
| Sub-section: | Benefits | | | | | | |
| | | | | | | | |