

What Every Member Needs to Know About Sick Leave

The first thing you need to know about accessing sick leave....it's something you don't think about until you need it.

What does the Collective Agreement say:

Part A – Central Agreement - C6.00 SICKLEAVE

NOTE: Sick Leave benefits are negotiated in Centrally as well as Locally

C6.1 Sick Leave/Short Term Leave and Disability Plan

a) Sick Leave Benefit Plan

The Sick Leave Benefit Plan will provide sick leave days and short-term disability days for reasons of personal illness, personal injury, including personal medical appointments and personal dental appointments. Routine medical and dental appointments will be scheduled outside of working hours where possible.

b) Sick Leave Days

Subject to paragraphs d) i-vi below, permanent full-time Teachers will be allocated eleven (11) sick days at one hundred percent (100%) salary in each school year. Teachers who are less than full-time shall have their sick leave allocation pro-rated.

c) Short-Term Leave and Disability Plan (STLDP)

Subject to paragraphs d)i-vi below, permanent full-time Teachers will be allocated one hundred and twenty(120) short-term disability days in September of each school year. Teachers who are less than full-time shall have their STLDP allocation pro-rated. Teachers eligible to access STLDP shall receive payment equivalent to ninety percent (90%) of regular salary.

d) Eligibility and Allocation

The allocations outlined in paragraphs b) and c) above, will be provided on the first day of each school year, subject to the restrictions outlined in d) i-vi below.

- i) A teacher is eligible for the full allocation of sick leave and STLDP regardless of start date of employment or date of return to work from any leave other than sick leave, WSIB or LTD.
- ii) All allocations of sick leave and STLDP shall be pro-rated based on FTE at the start of the school year. Any changes in FTE during a school year shall result in an adjustment to allocations.
- iii) Where a teacher is accessing sick leave, STLDP, WSIB or LTD in a school year and the absence due to the same illness or injury continues into the following school

year, the Teacher will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. Access to the new allocation provided as per paragraphs b) and c) for a recurrence of the same illness or injury will not be provided to the Teacher until the Teacher has completed eleven(11) consecutive working days at their full FTE without absence due to illness.

- iv) Where a teacher is accessing STLDP, WSIB, or LTD in the current school year as a result of an absence due to the same illness or injury that continued from the previous school year and has returned to work at less than their FTE, the Teacher will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. In the event that the Teacher exhausts their STLDP allotment and continues to work part-time their salary will be reduced accordingly and a new prorated sick leave and STLDP allocation will be provided. Any absences during the working portion of the day will not result in a loss of salary or further reduction in the previous year's sick leave allocation, but will instead be deducted from the new allocation once provided.
 - v) A partial sick leave day or short-term disability day will be deducted for an absence of a partial day.
 - vi) Where a permanent Teacher is not receiving benefits from another source and is working less than their full FTE in the course of a graduated return to work as the Teacher recovers from an illness or injury, the Teacher may use any unused sick/short-term disability allocation remaining, if any, for the Teacher's FTE that the Teacher is unable to work due to illness or injury.
- e) Short-Term Leave and Disability Plan Top-up
- i. Teachers accessing STLDP will have access to any unused Sick Leave Days from their last year worked for the purpose of topping up salary to one hundred percent (100%) under the STLDP.
 - ii. This top-up is calculated as follows: Eleven(11) days less the number of sick leave days used in the most recent year worked.
 - iii. Each top-up from ninety percent (90%) to one hundred percent (100%) requires the corresponding fraction of a day available for top up.
 - iv. In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the board on a case-by-case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short Term Paid Leave Days in the current year. These days can be used to top-up salary under the STLDP.
 - v. When Teachers use any part of an STLDP day they may access their top up bank to top up their salary to one hundred percent (100%).

Part B – Local Agreement – Sick Leave

9.01 a) Unpaid Sick Leave

An unpaid leave will be granted for up to the remainder of the school year for teachers who run out of sick leave.

9.01 b) Sick Leave — Medical Notes

When a teacher is absent from duty for reasons of illness for a period of five (5) consecutive days or more, the teacher shall submit a certificate from a qualified medical practitioner certifying the inability of the teacher to attend to his/her duties.

Notwithstanding the above, the Board may, in its sole discretion, require any teacher to submit a certificate for a period of absence less than 5 days. Should the Board require a certificate for a period of absence less than 5 days, the Board will reimburse the teacher for any amount paid to the physician for the purpose of obtaining a certificate. Where the Board intends to utilize its discretion to require a certificate for less than 5 days, the teacher will be advised of the requirement for future absences.

Medical Absence Form (MAF)

The Medical Absence Form is a Board form that you may need to ask your doctor to fill out for extended absences. The MAF refers to your functional abilities due to illness or disability. The Board may be able to accommodate your medical limitations. The form must be filled out by a medical practitioner and submitted to the Board upon request.

Items of NOTE:

1. You are still an active employee of the Board when you are accessing the 11 days paid at 100% and 120 days paid at 90%. That means that while you are accessing sick leave you are accountable to the Board and must provide medical updates, in the form of a note or Medical Absence Form, on an ongoing basis.
2. It is strongly advised that members do not plan vacations while accessing sick leave.
3. While you are on active sick leave your benefits remain in place, LTD is paid, and pension is covered. If exceed active sick leave, without an LTD approval, members will be responsible for covering all benefits costs.
4. The Board is **NOT** entitled to a medical diagnosis. The Board is entitled to know if you are disabled from working, and if there are accommodations they can put in place to help you at work based on your medical limitations.
5. Our sick leave is for personal illness. When you have a sick family member, personal or compassionate leave is a more appropriate leave. Feel free to call the office if you have questions.

6. If you require Long Term Disability (LTD) applications can take 8 to 12 weeks to be approved. Applications come from the Board at about day 90 of absence due to illness. The Local can provide assistance, please call us.
7. Follow the procedure for calling in sick established by your principal.
8. If you require sick leave that exceeds 5 days the Board will require a medical note from a medical practitioner (doctor, nurse practitioner, midwife). If you are asked for a note before 5 days, the Board will assume the cost of the note. The Board will ask you to have the doctor complete the Medical Absence Form (MAF) if the illness is beyond 5 days.
9. You may receive a call from the Board from the Abilities Case Management Advisor. You could get a call if you have submitted a note for an illness more than one day. Some questions may seem like they are asking for a diagnosis, the Board assures the Local this is not the case. You do not need to give any indication of diagnosis. The Board is asking about accommodations they can make for you medical limitations. We are here to support you through any call or meeting with the Board. Please call.
10. Medical notes are not for future absences. We do not plan our sick leave. Accessing sick leave is the result of an urgent medical need that excludes you from attending work. When you give the Board a sick leave note, it should be handed in and dated the day(s) you will not be able to attend work due to illness. You can preplan a medical appointment. Feel free to let your Principal know when you need to absent for a medical appointment that cannot be scheduled outside the work day.
11. If you are pregnant and require sick leave prior to the birth, you will need to provide a note to the Board. If the sick leave exceeds 8 weeks the Board will most likely ask you to submit the Medical Absence Form.

The Local is always here for support. We can be in the meeting or a on the call when you need us or have questions.