

Sick Leave and Salary Continuance

Approved by the Principal, August 1, 2008

Pay for sick leave is for the sole and only purpose of protecting employees in the active employment of the Huron University College against loss of income when they are legitimately ill and will be granted on the following basis:

1. absence for injury compensable under the provisions of the *Workplace Safety and Insurance Act* shall not be applicable to this Policy;
2. In the first year of employment after completing probation, an employee accrues paid sick time at 1.25 days per month.
3. Employees who have completed one year continuous service, shall be granted up to twenty (20) working days of paid sick leave per year;
4. Employees who have completed three (3) years continuous service shall be granted up to forty (40) working days of sick leave per year;
5. Employees who have completed five (5) years or more of continuous service in any year shall be granted up to sixty (60) working days of sick leave per year;
6. the sick leave benefits referred to herein will not accumulate from year to year but will be reinstated as of May 1st in each year and for employees hired after July 30, 2008, the anniversary of the employee's start date;
7. sick leave benefits are for illness only and are not paid out upon leaving the employ of Huron University College.

Huron reserves the right to require medical certification completed by the employee's licensed health care practitioner of the illness or injury, and requires such certification in each case of absence anticipated to be, or which turns out to be, in excess of four working days. Certification required under this provision shall be forwarded to the CAO's office no later than four working days from the commencement of the absence. The certification must be provided on forms provided by Huron, and contain the information Huron may require to a) adjudicate entitlement for the claimed sick benefit, b) have reasonable certainty with respect to prognosis/ return to work date so that proper arrangements to have the work performed in the employee's absence can be made, and c) determine whether accommodated or alternative work will be offered to the employee. Huron shall reimburse employees for the cost which practitioners may charge for such certification, up to the maximum charges as recommended from time to time by the OMA.

Huron University College further reserves the right to require a medical examination by a Health Care Professional satisfactory to the Employer, after discussion with the staff member.

SALARY CONTINUANCE

- a. In the event that an Employee exhausts the sick leave benefits referred to in the Sick Leave Policy, and having completed probation, the Employee will be entitled to receive salary continuance equal to 66-2/3% of his/her salary per week for any absence due to illness up to and including one hundred and twenty (120) working days from the commencement of the absence.
- b. Where an employee returns to work part time after exhausting sick leave benefits referred to in the Sick Leave Policy, the time worked will be paid at 100% of the Employee's regular rate of pay, and the time away from work will be paid at 66-2/3% of the Employee's regular rate of pay up to and including 120 working days from the commencement of the absence.
- c. Time worked that is paid at 66-2/3% of the Employee's regular rate of pay pursuant to this Policy shall be included in the computation of earned vacation time with pay at a rate of 66-2/3% of the Employee's vacation rate as specified in the Vacation Policy for Administrative and Professional Staff.