6.K-2018: Casual Illness (Sick Days)

1. Overview

1.1 As part of St. Mary's University's desire to support employee wellness and protect against economic hardship during periods of absence due to illness or injury, employees are provided with paid casual illness leave (sick days) of a maximum of twelve (12) days per calendar year.

2. Eligibility

2.1 All salaried full-time & part-time employees are eligible for casual illness benefits (sick days) from the first day of employment.

2.2 Full-time employees are entitled to the equivalent of one (1) day per month of active employment to a maximum of twelve (12) days per calendar year. Part-time employees are entitled to the pro-rated equivalent according to their regular work schedule.

3. Guidelines & Procedures

3.1 The amount of casual illness benefits (sick days) paid to an employee is based on the employee's regular base salary per day, excluding overtime, and will be paid only for the employee's normally scheduled work periods.

3.2 Casual illness benefits (sick days) have no cash value, cannot be carried forward to subsequent years and are not paid out to the employee upon termination.

3.3 If an employee has used all eligible casual illness benefits (sick days), within a calendar year, further absence due to illness (excluding approved short-term or long-term disability), will be covered first using any Banked Time/Time In Lieu and/or Vacation entitlements prior to the absence being unpaid.

4. Reporting Process

4.1 An employee unable to report to work due to illness, should notify their leader of their absence a minimum of one hour before the regular start time to advice of the absence and must ensure they record all absences in DayForce.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	June 2018	June 2018	Every 5 years

4.2 Leaders are required to advise Human Resources via e-mail of any and all medical absences extending beyond three (3) days or if hospitalization has occurred as short term disability benefits may need to be arranged.

5. Medical Appointments

5.1 Employees are permitted to use casual illness entitlements (sick days) to accommodate medical appointments for themselves and/or their immediate family provided prior approval from their leaders. Time off for medical appointments, should be arranged in a manner that is least disruptive to the scheduled working day whenever possible.

6. Family Illness

6.1 St. Mary's University recognizes that members of the employee's immediate family may become sick or injured and this may require the employee to be absent from work to care for family members. Employees are permitted to use up to 5 (five) casual illness days from their annual entitlement for family's illness or injury. Employees are to inform their managers whether the absence was for personal or family illness, and record this in DayForce. The conversion of vacation leave to sick leave applies only to employee illness or injury.

6.2 "Family Illness" is defined as illness or injury to a member of the employee's immediate family that prevents the employee from attending work due to being the primary caregiver.

6.3 For the purpose of this policy only, "Immediate Family" is defined as: the employee's parents, sibling, spouse, domestic partner, child, child or parent of spouse/domestic partner or individual living within the employee's home under the legal guardianship of the employee.

7. Medical Documentation

7.1 A medical certificate may be required for all illness related absences of 3 (three) consecutive work days or more. If required, the certificate must be submitted to the employee's leader and/or Human Resources within 2 (two) work days after the employee's return to work. The employee is under no obligation to provide details regarding the nature of their personal or family illness. Medical certificates required for casual illness (sick days) leave absences will be obtained at the employee's expense.