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|  | LEAVE | Human Resources Manual |
| | Sick Leave | Section 1306 |

SICK LEAVE

PURPOSE

1. Sick leave is intended to protect an employee's income when the employee is incapable of performing regular duties due to non-occupational illness or injury.

APPLICATION

2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **Prognosis** is a statement, which outlines the long-term expectations regarding an employee's medical condition. The prognosis does not state what medical condition the employee has, but states when or if the employee will be able to report for duty and what tasks the employee will be able to perform upon return to work.

PROVISIONS

4. Sick leave management is a responsibility of all senior managers. The employee is responsible for notifying the supervisor when too sick to work and to submit an application for sick leave as soon as possible upon return.
5. Employees earn and accumulate sick leave credits at a rate of one and one-quarter day, for each month in which they receive ten or more days' pay. Deductions are made from the employee's accumulated credits as sick leave is used.
6. Part-time employees earn one and one-quarter day sick leave credits for each month in which they are in receipt of 50% or more of salary.
7. Employees who have the necessary sick leave credits will be granted sick leave with pay for illness or injury on a normal working day. A completed sick leave form must support the request. The sick leave form should be submitted immediately after returning to duty or upon the request of the employer.

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8. Unless otherwise informed by the employer when applying for sick leave, an employee must sign a Sick Leave Form stating that because of his/her illness or injury, he/she was unable to perform his/her duties.
9. To be granted sick leave, employees must satisfy the employer that they are unable to perform the duties of their position because of illness or injury. Senior managers should verify (in general terms) the need for sick leave before authorizing it.
10. Employees are not granted sick leave while on retiring (severance) leave, leave of absence without pay, or under suspension.
11. The employee's signed statement, on the application for leave form, is usually acceptable as proof of illness where the period of illness is three days or less.
12. Unless a chronic medical condition exists, senior managers will interview employees when they return to work if length, frequency or pattern of sick leave absences indicates the necessity for closer individual attention. Some examples that should arouse concern are:
 - excessive absences without apparent illness;
 - unusual attendance patterns (e.g., day of performance review, Monday after paydays, day before or after a holiday, etc.);
 - length of absences (e.g., one day at a time, always a whole week)
13. During the interview, senior managers should remind employees:
 - that the sick benefits are an insurance not an additional holiday;
 - of the inconvenience created for fellow workers;
 - of the cumulative amount of absent days;
 - that the Government does not condone abuse of sick leave;
 - that overuse of the benefit might lead to hardship if a lengthy illness occurs in the future.
14. When an employee has used nine days of uncertified sick leave (without a medical certificate) during any fiscal year or if an illness is for a period of more than three days, a medical certificate must be submitted with the leave application.
15. When a medical certificate is required, the certificate must state the employee was ill and unable to work as a result of the illness, the length of

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the illness, and the date seen by the physician. If the certificate does not provide this information it should not be accepted. The employee must provide a proper certificate before sick leave can be approved.

16. When a senior manager has concerns regarding a medical certificate, the senior manager should talk to the employee. If concerns remain, the senior manager can request the employee provide a second medical certificate from another doctor/community nurse.
17. If an employee has worked one-half day plus at least two hours and leaves work sick, there is no charge against his/her sick leave credits. For members of the NTA, there is no charge against sick leave if the absence is less than one-half day.
18. When an employee is absent due to illness for more than one-half day but less than a full day, one-half day is charged against credits. For NEU and excluded employees, the employee must be on duty for two hours following an unpaid lunch break to qualify for this.
19. Senior managers should reconsider granting sick leave if the employee has been involved in activities incompatible with an illness (e.g., partying, participating in rigorous sports, or working elsewhere). Documentation should be kept of these activities. If an employee submits a medical certificate in these cases, the employee should be asked to get another certificate from another physician/community nurse certifying that the employee could not attend work due to illness yet was medically fit to participate in the other activity. If such a certificate cannot be obtained, discipline may be considered. Services available in the community must be taken into consideration before disciplinary action is taken.
20. Long term sick leave should be monitored by senior managers. If a request for several months of sick leave is received, the senior manager must ask the employee in writing to get a prognosis from a doctor. The prognosis should state when or if the employee can return to work and what duties the employee will be able to perform upon return to work. A time limit should be given for providing the prognosis. The employee should be given a copy of the job description to assist the doctor with the prognosis. Upon returning to work, the employee may be required to provide documentation certifying they are fit to return to work.

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21. An employee who is too sick to report to work must call in at the start of the work day. When calling in, the employee must ask for and receive approval for sick leave. The employee must indicate the estimated length of sick time. Employees who do not call in may be disciplined for failing to seek sick leave approval. Sleeping in, getting someone else to call or not having a phone are not valid reasons for not calling in.
22. Failure to seek and be granted sick leave approval may result in the employee being recorded as absent without leave.
23. An employee reporting for work after an illness must submit an application for leave indicating the number of days of sick leave used.
24. Leave credits are verified by administration prior to the supervisor approving the sick leave.

AUTHORITIES AND REFERENCES

25. Public Service Regulations
Section 25-29, Sick Leave
26. Main Collective Agreement with NEU
Article 20, Sick Leave
27. Collective Agreement with NTA
Article 14, Sick Leave
28. Senior Managers' Handbook
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29. Excluded Employees' Handbook
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CONTACTS

30. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut**

or

**Director Compensation and Benefits
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