

Sick Leave

Procedure #: HR.11-04-001

Policy #: HR.11-04

Sub-Topic: Leaves of Absence

Topic: Health, Safety and Wellness

Applies to: All Non-Union Regular Full-Time Employees

Purpose

This procedure supports Sick Leave Policy #HR.11-04, outlining the responsibilities of the Employee, Employer and departments involved.

Procedure

Employee Responsibilities

- 1) Report to work on time and to be actively working for the duration of the workday or shift.
- 2) Utilize benefits available such as group benefits and the Employee and Family Assistance Program to support personal wellness.
- 3) Make every reasonable effort to live and work safely by abiding by health and safety policies and procedures and by practising accident prevention both on and off the job.
- 4) Maintain regular and consistent attendance.
- 5) Notify their immediate Supervisor promptly, following proper reporting procedures as defined by the department, in the event that they will be late or absent from work for any reason.
- 6) Keep their immediate Supervisor regularly informed of their recovery progress for the duration of their absence.
- 7) Seek assistance or guidance from their Supervisor or Human Resources related to any kind of absence as appropriate.
- 8) Cooperate and participate in the Return to Work program.
- 9) Be aware that inappropriate use of sick leave may result in disciplinary action in accordance with Employee Performance, Counselling and Progressive Discipline Policy HR.4-01.

Employer Responsibilities

Commissioners/Directors/Managers/Supervisors

- 1) Inform and support employee awareness of sick leave provisions and responsibilities as outlined in this policy and other corporate policies on return to work, benefits and leaves of absence.
- 2) Record utilized sick leave credits in hours based on an employee's scheduled work day.

- 3) Ensure that employee absences are accurately reported on a bi-weekly basis and submitted to Payroll for processing.
- 4) Communicate regularly with employees who are on sick leave, monitoring their progress and obtaining medical evidence from the employee as appropriate.
- 5) Forward all medical documentation and communication documents to Human Resources to be kept in the employee's confidential corporate file.
- 6) Manage employee day-to-day attendance and monitor sick leave credits, including attendance reviews.
 - When a Manager identifies excessive rates of innocent absenteeism (sick leave days above the workplace threshold), this triggers a Stage 1 meeting with the employee as outlined in the Attendance Support Program.
- 7) Advise employees and offer referral to the Employee and Family Assistance Program or other resources, as appropriate.
- 8) Notify Human Resources of absences greater than 5 days.
- 9) Consult with Human Resources when implementing a Return to Work Program as presented through medical information, or when considering the application of progressive discipline.
- 10) Check in on the employee's progress during the Return to Work Program and discuss any concerns/barriers the employee is facing.
- 11) Where possible, encourage and support the implementation of alternative work arrangements that support organizational demands and assists employees to balance workplace demands and family life.
- 12) Recognize employee's dedicated and consistent work and good attendance.

Human Resources Department

- 1) Provide policy clarification and guidance on sick leave and related policies and programs to employees as required.
- 2) Maintain employee records related to sick leave documentation in a confidential manner.
- 3) Research, compile statistics and provide attendance reports as requested with respect to illness related absences to assist Directors/Managers in managing sick leave.
- 4) Research, recommend, implement and maintain initiatives and/or strategies that will assist the Town in reducing employee's use of sick leave.
- 5) Support compliance with provincial legislation such as Workplace Safety and Insurance Act and Regulations, Employment Standards Act and Regulations, Privacy Legislation and the Ontario Human Rights Code.

Cross-References

Corporate Policy:

Alternative Work Arrangements Policy #HR.2-07
Harassment and Discrimination Free Workplace Policy #HR.5-01
Normal Hours of Work Policy #HR.2-06
Overtime Policy #HR.2-02
Employee Performance, Counselling and Progressive Discipline Policy #HR.4-01

Return to Work Policy #HR.8-06
Sick Leave Policy #HR.11-04
Termination of Employment #HR.4-03
Vacation Policy #HR.3-01
Wellness Policy #HR.8-07
Workplace Safety and Insurance Act Related Absences Policy #HR.11-08

Other Government Legislation:

Employment Standards Act and Regulations
Human Rights Code
Workplace Safety and Insurance Act and Regulations

Other References:

Attendance Support Program
Sick Leave Guidelines for Managers and Supervisors

Appendices:

Appendix A - Functional Abilities Form

Contact

Human Resources Department or at hr@newmarket.ca

Details

Approved by: Jag Sharma, Chief Administrative Officer
Approval Date: November 3, 2020
Council Adoption Date: May 6, 2013
Policy Effective Date: January 1, 2013
Last Revision Date: October 28, 2020
Revision No: 001