

SICK LEAVE INFORMATION FOR FMPSD STAFF

When managing medical conditions, employees will sometimes need time away from the workplace for one day or longer in order to achieve optimal health and recovery.

PROCESS FOR REQUESTING SICK LEAVE:

Absences due to illness shall be reported to your supervisor at the earliest opportunity.

****Please complete your Leave of Absence on Employee Connect at the time of reported absence.***

FOLLOW-UP REQUIREMENTS WHEN ABSENT:

Absent one to two [1-2] days

A medical note may not be required when an employee is ill for one to two[1-2] days, unless, for example, a pattern of absences is noted.

Absent three [3] consecutive working days:

A medical note is required when an employee misses three [3] consecutive days of work.

Absent five [5] or more consecutive working days qualifies for Modified Duties Opportunities, or longer:

Employee is required to contact HR/Benefits. They will be provided with the FMPSD Medical Certificate which will need to be completed by their attending health care provider.

Absent twenty [20] working days or longer:

Before a staff member returns to work following sick leave of 20 working days or longer, they must present the FMPSD Medical Certificate to their health care provider to be completed to ensure they are fit to Return to Work and perform all the normal functions of their assignment.

****It is the responsibility of the employee to maintain regular contact(weekly) with their supervisor during their absence.***

TEMPORARY MODIFIED WORK PROGRAM[AP411]

A temporary Modified Work Program (limited duty, full or part-time) will be provided for employees who are unable to perform their regular duties because of illness or injury.

The FMPSD Medical Certificate, listing functional limitations, is available from HR/Benefits and must be completed by the attending health care provider.

The restrictions and limitations listed by the health care provider will form the basis of the temporary Modified Work Program..

****Please contact HR / Benefits for a copy of the FMPSD Medical Certificate, and your job description.***

Note: All fees incurred for the completion of medical certificates/notes are at the expense of the employee.

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SICK LEAVE ABUSE

If a pattern of absences is noted, and/or, if abuse suspected, the Supervisor is required to address the concern.

ATTENDANCE MAY BE REVIEWED WHEN:

- Absent on the same **day** such as Mondays or Fridays.
- Absent the day before or after a holiday.
- Absent the same time of year for a number of years.
- Absent after a vacation request is denied.
- Absent after discipline for a performance matter is issued.
- Absent when supervisor is away.
- Failure to submit leaves on Employee Connect.
- Failure to provide medical certification when requested.
- Falsifying medical notes.
- Other reasons which may not be listed.

WHEN EXCESSIVE USE OF SICK LEAVE PRIVILEGES IS DETERMINED:

1. Meeting is arranged with employee to review sick leave and determine if there is a reason for the routine absences. Review impact of absences, expectations and supports.
2. If there is no improvement, proceed with:
 - ATA - Teacher Growth, Supervision and Evaluation [AP422]
 - CUPE - Progressive Discipline [AP446]

Attendance is considered as criteria of performance and is measured when assessing overall employee performance at work. Employees who are not capable of providing regular and consistent attendance may fail to meet the requirements for continued employment.

**All follow-up correspondence will be copied to HR and to employee's folder.*

FMPSD Employee and Family Assistance Providers (EFAP)

ATA	CUPE
<p>Homewood Health 1-800-663-1142 www.homewoodhealth.com</p>	<p>Borealis Counselling Services 780-791-1757 http://www.borealiscountselling.com</p>