



Sick Leave for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University will provide sick leave benefits for employees who are absent from work because of illness or injury.

2.0 Applicability

- 2.1 This policy statement applies to all employees (with the exception of the President, the Vice-Presidents, the Deans, Associate Deans, and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 **BENEFIT FOR CONTINUING FULL-TIME, CONTINUING PART-TIME EMPLOYEES:** The University will maintain a continuing full-time or continuing part-time (based on "guaranteed hours") employee's salary who is absent as a result of a bona fide illness or injury for a period of up to six (6) months.
- 4.2 **BENEFIT FOR PROBATIONARY, TEMPORARY OR TERM EMPLOYEES:** Probationary or temporary employees and term employees whose term of employment runs for less than one (1) year may accumulate one (1) paid day of sick leave entitlement for each month worked. This entitlement may be used if the employee is absent from work because of a bona fide illness or injury. In all cases, the level of benefit must be at least equivalent to the Employment Insurance sick leave benefits (based on "guaranteed hours").
- 4.3 **SICK LEAVE DURING VACATION:** An employee may be reimbursed for vacation days if they have experienced a serious illness during their vacation period. A medical certificate documenting the nature and duration of the illness is required.
- 4.4 **NOTIFICATION OF ABSENCE BY EMPLOYEE:** An employee who is absent because of illness or injury is expected to notify their supervisor or department immediately of their absence and its probable duration. Contact with the supervisor or department is to be maintained during the period of the absence.
- 4.5 **MEDICAL CERTIFICATE**

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- 4.5.1 The University reserves the right to request a medical certificate containing sufficient medical information to determine if paid sick leave is warranted in cases where the employee is absent due to illness or injury. A request for such a medical certificate shall be made in writing and reviewed with the Department of Human Resources & Organizational Development.
- 4.5.2 The University reserves the right to request a second medical opinion and shall pay for any expenses incurred by the employee in securing such additional medical evidence.
- 4.5.3 The University may also require an employee to provide a medical certificate showing they are able to return to work and perform all their normal duties or what restrictions/accommodations may be recommended.
- 4.5.4 Requested medical information may be sent directly from the employee or their physician to a designated Human Resources & Organizational Development Department representative.
- 4.6 **CONFIDENTIALITY**
 - 4.6.1 The University recognizes the need for confidentiality of health and medical information on employees. The University will not permit any access to such information except on a strict "need to know" basis and then only by those individuals whose specific responsibilities make such access necessary.
 - 4.6.2 Those individuals having such access will ensure its confidentiality.
- 4.7 **ELIGIBILITY:** The University reserves the right to determine whether an employee's absence is because of a bona fide illness or injury. It is expected that the employee will assist the University in obtaining any information that is required. Any abuse of the sick leave policy will be subject to disciplinary action.
- 4.8 **WORKERS COMPENSATION:** Where an employee is entitled to receive Workers' Compensation under the Workers' Compensation Act, the employee will not be eligible for Sick Leave.
- 4.9 **LONG-TERM ABSENCE DUE TO ILLNESS OR INJURY:** Employees who are expected to be absent for periods of more than six (6) months may be eligible for long-term disability insurance coverage. In these cases, the employees will be contacted by the Human Resources Consultant (Benefits and Pensions), Human Resources & Organizational Development.
- 4.10 **REPORTING ABSENCE:** Any absence because of illness or injury of one-half day or more is to be reported on the University of New Brunswick on line system via eServices.



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- 4.11 NO PAYOUT OF SICK LEAVE: the University will not pay an amount in lieu of unused sick leave upon termination of employment.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Benefits and Pensions) at 453-4648.

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