

GUIDELINES FOR ADMINISTERING ILLNESS LEAVE
SUPPORT STAFF: NASA / UofA Collective Agreements
Part A – Art. 16, Part B – Art. 9 and Part C – Art. 13

BACKGROUND:

This document is intended to be a “common sense” guideline only. It is an attempt to clarify the Collective Agreement language as it pertains to illness leave.

The following provides examples of situations where illness leave may be used and how it is to be applied. The list of examples is not meant to be exhaustive, but rather illustrative of the types of situations employees may find themselves in.

For further clarification on administering illness leave provisions, please contact your [HR Partner](#).

REGULAR and AUXILIARY EMPLOYEES:

PLEASE NOTE: For the first 12 months of employment, Regular Trust and Auxiliary Trust employees earn illness leave at a rate of one day per month. Once such employees are in the 13th month of employment, the following leaves apply.

Q – What is the difference between casual illness and general illness?

Casual illness is an illness that is three days or less in duration. The maximum amount of casual illness that can be taken as paid illness in one calendar year is ten days.

General illness is any illness more than three days in duration. General illness provides for a maximum of 120 days as paid illness in each calendar year.

Q – If I have already used my ten days of casual illness in this calendar year, what happens the next time I am sick?

- a) If you are ill for **three days or less** it is still casual illness but one of the following can occur:
- i. You may receive your regular wage for sick time if you can obtain and provide your Supervisor with a medical certificate from a physician stating that you were unable to attend work and unable to perform your regular duties due to illness and stating the duration of the illness. This time will then be counted as general illness.
 - ii. You can request to take the time as unpaid leave

iii. You can request approval to use banked time already accrued (if you have it) iv.

You can request approval to utilize vacation pay.

b) If you are ill for **more than three days**, the illness is considered general illness unless you have already exhausted your general illness leave.

Q – I fell and broke my leg in December 2016 and was off for three months, does the leave come out of my 2016 leave provisions -or- my 2017 leave provisions -or- both?

If an illness spans two calendar years, the use of general illness is dependent on the calendar year in which the leave commenced. So in this example, it was December 2016 when the leave commenced, so it will come out of the 2016 general illness leave provisions.

Q – I used all of my general illness last year, how do I qualify for more in the same calendar year?

You will **not** qualify for more general illness in the same calendar year if you have exhausted your leave provisions. In addition, once general illness leave is exhausted in one calendar year you will be ineligible for the next year's leave provisions until you have worked for ten consecutive days at your regular hours from the date of return. **Example:** Mary exhausted her 2016 general illness leave provisions and returned to work on September 1, 2016. She is **not** eligible for any more leave for the remainder of 2016. Her illness leave provisions will reinstate January 1, 2017, provided that she works ten consecutive days at her regular hours after her return on September 1, 2016.

Q – I was ill during my vacation; can I be reimbursed for those days and take them as vacation at a later time?

If you were admitted to the hospital as an in-patient during the course of your vacation **and** provide acceptable documentation, days spent in the hospital will be considered illness leave and not vacation days. However, simply being sick on your vacation does **not** mean that those days will be considered illness leave – only days spent in hospital as an in-patient qualify under the collective agreement. If you attended the hospital or clinic as an outpatient – that does **not** qualify.

Q – I was sick for four days last week and went to a Medi-Center. The doctor simply put on the note “was seen in the clinic today.” Is that sufficient documentation?

No. A medical note for an illness of *more than three days* but *less than ten days* must state:

- a) That the employee was unable to attend work and perform their regular duties
- b) And the duration of the illness.

This type of medical note should be provided to your immediate supervisor.

Q – My doctor has told me that I am going to be off work for six weeks, what do I need to do?

Since you know from the outset that you will be off work for six weeks, you need to follow the process outlined [here](#). Homewood Health and ODEH will then work with you and your physician.

PLEASE NOTE: this same requirement applies if your illness extends beyond the initial ten days.

Q – I have a history of migraine headaches and I quickly use all of my casual illness leave each year. Do I really have to get a doctor’s note every time I have a headache after my casual illness is used up – especially since my supervisor already knows about my headaches?

If you have a continuing medical condition that requires management, you will need to work with Homewood Health ([SS Checklist](#)) to establish if documentation is required; specifically what documentation is required; and, if a medical accommodation is appropriate.

CASUAL EMPLOYEES:

Casual Level 1 Employees

The “Illness and Proof of Illness” provisions of the collective agreement **do not** apply to Casual Level 1 employees.

Casual Level 2 Employees

The “Illness and Proof of Illness” provisions of the collective agreement **do** apply to Casual Level 2 employees **with the exception of the amount of leave**. Casual Level 2 employees earn illness leave at the rate of 7 hours for each 142 hours worked.