

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
Effective:	April 15, 2005
Revision:	May 14, 2010; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide benefit options that support the health and wellbeing of employees and their dependents.

PROCEDURE

DEFINITIONS

Casual illness	An illness or injury that causes an employee to be absent from work for a period of less than four consecutive workdays.
General illness	An illness or injury that causes an employee to be absent from work for a period of more than three consecutive workdays but does not exceed 80 consecutive workdays.
Illness	A non-occupational sickness or injury affecting an employee, but does not include an intentional self-inflicted injury.

GOVERNING PRINCIPLES

1. SAIT shall provide general sick leave for employees as required, with provision of medical documentation to support the absence leave. Employees must refer to the applicable

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collective agreement or general information for APT/management salaried employees for details.

PROCEDURE

A. The Employee Will:

1. Report to the employee's supervisor/manager as soon as possible (at a minimum, prior to the start of the normal workday) when absent from work with an illness or injury or as per the applicable collective agreement.

B. The Supervisor/Manager Will:

1. Notify the return to work coordinator (RTWC) at Health, Safety and Environment if an employee has been absent for more than three consecutive workdays due to an illness or injury. This will initiate the General Sick Leave process.
2. Complete a DM-13 Form and fax/scan to Payroll within 24 hours. The original DM-13 Form must be sent immediately to Payroll in a confidential envelope.

C. The Return to Work Coordinator Will:

1. Manage the General Illness Leave and provide support and coordinate a safe and timely return to work.
2. Advise the employee of the required medical information. Proof of illness or a medical certificate(s), as determined by the RTWC, may be requested for any time lost due to casual illness or general illness. General Sick Leave benefits may be delayed or denied if proof of illness or a medical certificate is not supported or received.
4. Keep all medical information confidential. Medical information confirming limitations and restrictions as it relates to return to work programs may be shared with SAIT.
5. Provide Payroll with confirmation of General Sick Leave and dates.
5. Provide the human resources advisor, Payroll and the immediate supervisor/manager with the return to work plan.

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6. Advise the human resources advisor of any non-support decisions or non-compliance issues.

D. Payroll Will:

1. Pay General Sick Leave benefits based on the DM-13 Form dates and the notification of support from RTWC. If the General Sick Leave is not supported, the absence will be recorded as a leave of absence without pay.
2. Initiate a long term disability claim, if required, eight to ten weeks prior to completion of General Sick Leave benefits.

POLICY/PROCEDURE REFERENCE

- HR.1.5 Benefits policy
- HR.1.5.1 Long Term Disability procedure

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PROCEDURE