

## Sick Leave

Policy Number:	4102
Key Process Area:	Employee Engagement & Culture
Owner:	Executive Director, People & Culture
Current Approved Date:	Mar 30, 2023

## POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes that from time-to-time employees will be sick and should not come to work. This policy provides for short term income continuance during times of illness.

## PURPOSE

This policy describes how employees earn and use sick credits and NBCC's expectations on reporting absences due to illness.

## SCOPE AND LIMITATIONS

This policy applies to non-union employees. Unionized employees should refer to collective agreements.

### 1.0 DEFINITIONS

Not applicable.

### 2.0 IMPLEMENTATION

#### 2.1 Sick Leave

Type of Employee	Payment for Leave	Accumulation of Leave Credits
Regular full-time employees	With pay to the limit of the employee's accumulated or advanced sick credits.  May be granted without pay after the sick credits are exhausted.	Credits accumulate monthly at the rate of 1.25 days/month to a maximum of 240 days.
Casual/temporary employees working on a temporary basis with a minimum of 6 months continuous service.	Same as above.	For the initial 6 months - sick leave is credited retroactively followed by monthly accumulation.
Part-time or seasonal employee	Same as above.	Sick Leave credits are earned on a pro-rata basis.

Casual/temporary employees with less than 6 months of continuous service.	None	None
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## 2.2 Approval Process

Responsible Person	What Happens
Employee or someone on their behalf	Notifies manager immediately of absence due to illness.
Manager	Ensures adequate sick leave credits exist and if absence is to exceed 10 working days, Lead, Employee Wellbeing & Engagement is notified and provides support through disability management, and a Return-to-Work form is provided to the employee.  Ensures Employee Self Services (ESS) is updated to reflect the absence.
Employee	Submits leave request via e-leave for sick time. Submits Return to Work form as required.
Manager	May advance sick leave credits if required, in consultation with review and approval by the Lead, Employee Wellbeing & Engagement.

## 2.3 Accumulation of Sick Leave Credits

Paid sick leave is earned at the end of each month.

WHEN the employee...	THEN...
Commences work within the first 10 working days of the month:	They accumulate credits for that month.
Commences work after the first 10 working days of the month:	They begin to accumulate credits the following month.
Is on a leave without pay or suspended from duty for more than 1/2 the number of working days in the month:	No credit is given for that month.
Is on any paid leave of absence:	They continue to accrue credits at the end of each month.

## 2.4 Advancing Sick Leave

Additional sick leave with pay may be granted up to a maximum of 15 working days where an employee does not have enough sick credits to cover the period of illness, **and** it is expected that the employee will be able to return to work within a short time. The Manager is responsible to approve the request for advancing sick leave after discussing and receiving approval from the Lead, Employee Wellbeing & Engagement.

When the employee returns to work, the advanced sick leave is deducted from new sick leave credits as they are earned, before any further accumulation can take place. If an employee terminates employment, the advanced sick leave is recovered from any amount owed to the employer at the time of termination.

## 3.0 OTHER RELATED DOCUMENTS

Employee Self Service (ESS) Online Leave System

Return to Work - Non-Physical Ability Assessment (4000.4951)

Return to Work - Physical Ability Assessment (4000.4958)