

UNDERSTANDING OUR Sick Leave



AT RAINY RIVER DISTRICT SCHOOL BOARD

1. WHAT IS SICK/MEDICAL LEAVE AVAILABLE FOR?

An employee is eligible for sick leave benefits if they are disabled from work, which is defined as a state of incapacity which is due to the bodily injury or illness of the employee, preventing the employee from working for the Board for remuneration.

Sick leave may include the employee's preventative medical or dental appointments when the employee cannot reasonably schedule the appointment outside of the employee's regular working hours.

2. WHEN ARE SICK LEAVE BENEFITS NOT PAYABLE?

- To care for medical or personal issues related to dependents, other family members or friends
- For any other personal affairs that are not related to personal injury, personal illness, or personal medical appointments
- When satisfactory medical documentation has not been received (see #4)
- When a reasonable offer of accommodation has been provided that is within the employee's medical restrictions and limitations
- In cases which are compensable by the Workplace Safety and Insurance Board (WSIB)
- During scheduled vacation unless serious medical illness occurs
- When an employee is on an authorized unpaid Leave of Absence
- While in receipt of full Long-Term Disability (LTD) benefits
- When an employee has exhausted all eligible days under their sick leave benefit plan

3. EMPLOYEE RESPONSIBILITIES:

- Report absence as per Absence Reporting Procedure 3.59, including personally report an absence to their supervisor, enter it in Smart Find Express (SFE), and complete electronic timesheet (if applicable), unless the employee is incapacitated and unable to do so. If incapacitated, supervisor will complete these tasks.
- Provide satisfactory medical documentation completed by the appropriate treating medical practitioner to be eligible for sick leave benefits (see #4), for absences of more than 5 consecutive working days related to personal illness or injury.
- When circumstances warrant further inquiry, provide medical documentation for any given sick/medical absence at the Board's request.
- Assume the responsibility for costs associated with the initial satisfactory documentation from the appropriate treating medical practitioner in relation to the absence, unless covered by WSIB. Reasonable costs associated with subsequent request(s) for medical documentation by Human Resources will be reimbursed by the Board, pending submission of a payment receipt or invoice to Alex Kozlowski.
- Engage in medical rehabilitation and/or treatment that can be expected to facilitate a timely return to work.
- Participate in the development of their Remain/Return to Work Plan and recovery goals.
- Provide a note of medical clearance to return to work after extended absence. Must be received by Human Resources prior to beginning work.
- Maintain contact with their supervisor to provide updates on status and review progress through their Remain/Return To Work Plan.

At anytime for clarification or support, please contact:

Alex Kozlowski, Employee Relations & Wellness
Consultant (807) 275-4981 or alex.kozlowski@rrdsb.com

4. SATISFACTORY MEDICAL DOCUMENTATION MUST CONTAIN:

- Nature of illness/injury (not diagnosis)
- Description of medically supported restrictions and limitations (unless Box #3 in section 1 of the OSSTF Abilities form is checked off)
- Confirmation whether the employee is participating in the appropriate treatment plan
- Indication if a referral to another medical practitioner has or will be made
- Expected date the employee could participate in the Return to Work Program with appropriate modifications
- Suggested accommodations based on restrictions and limitations
- Expected return to work date at regular hours and duties
- Indication of re-assessment date (if no return-to-work date is specified)
- Treating medical practitioner's name, address, phone number/fax number and signature

Employees may contact the *Employee Relations & Wellness Consultant*, Alex Kozlowski, or visit the Human Resources section on the RRDSB website to obtain a medical template for their applicable employee group that will request the above-noted information.

Satisfactory medical documentation must be received by Alex Kozlowski or Kevin Knutsen by the specified due date, unless otherwise arranged, in order to maintain access to sick leave benefits and regular pay.

Employees will be given an opportunity to provide further medical information if the medical documentation is deemed to be unsatisfactory.

5. HOW MANY DAYS ARE INCLUDED IN THE SICK LEAVE BENEFIT?

Subject to collective agreement provisions:

- Permanent employees have access to up to 11 sick days at 100% pay, pro-rated to FTE.
- Long-Term Occasional (LTO) teachers have access to up to 11 sick days at 100% pay, pro-rated to FTE and duration of assignment.
- Sick day allocations generally refresh on the first day of each school year. Exceptions are outlined in employee's applicable collective agreements.

6. WHAT HAPPENS TO UNUSED SICK DAYS?

For permanent employees, unused Sick Days are cleared out at the end of the last year worked and transferred into the next school year worked for use as Sick Leave Top-Up Days. Each 1.0 FTE Sick Day equates to 10.0 FTE Top-Up Days.

Top-Up Days are used when an employee is accessing the Short-Term Disability Leave Plan to "top them up" from 90% pay to 100% pay for those days.

7. WHAT HAPPENS IF I EXHAUST MY SICK LEAVE BENEFIT?

If the 11 Sick Days are used up in one school year, the employee may be granted access to the Short-Term Disability Leave plan which includes up to 120 days at 90% pay, pro-rated to FTE and duration of assignment (if applicable).

Periodic medical updates will be requested while accessing the Short-Term Disability Leave plan, in order to facilitate safe and timely return to work.

8. WHAT OTHER LEAVES ARE AVAILABLE IF I FEEL THAT I NEED TIME OFF FROM WORK?

Employee's collective agreements include provisions for Compassionate Leave, Bereavement Leave, Personal Leave Days, Floating Holidays, Lieu Days, and Leave Without Pay. For further information regarding eligibility and leave requests, please contact your supervisor or your union representative.

The Employment Standards Act of Ontario includes provisions for a variety of paid and unpaid leaves, including Sick Leave, Bereavement Leave, Family Responsibility Leave, Family Caregiver Leave, Family Medical Leave, Critical Illness Leave, Crime-Related Child Disappearance Leave, and Pregnancy and Parental Leave. Further information can be found: <https://www.ontario.ca/document/your-guide-employment-standards-act-0? ga=2.199847532.356722497.1540231039-1178483835.1521814636>