



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

• **Compensation**

Regulation Code: HR-2.1.2

**Regulation: COMPENSATION FOR EMPLOYEES:
SICK LEAVE**

**Policy Code Reference: HR-2.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees.

For purposes of this administrative regulation, sick leave is defined as paid time off from work that employees may use during periods of temporary illness to stay home and address their health needs.

1. Sick Leave Benefit Eligibility

Where a sick leave benefit plan is in effect for an employee group, it will be made available to permanent employees of the Board, but will not generally be available to casual or temporary employees assigned for a term of less than six (6) months, unless specified otherwise in a current and valid terms and conditions of employment or collective agreement approved by the Board.

2. Sick Leave/Short-Term Leave and Disability Plan Entitlement

- 2.1 Permanent employees working on a regular and continuous basis, and who are actively at work on September 1, are allocated 11 days of sick leave paid at 100% of salary.
- 2.2 Permanent employees working on a regular and continuous basis, and who are actively at work on September 1, are allocated 120 days of short-term disability benefits paid at 90% of salary.

3. Eligibility and Allocation

The allocations outlined in 2.1 and 2.2, above, will be provided on the first day of each school year, subject to the restrictions outlined in Section 5, below.

- 3.1 Permanent employees are eligible for the full allocation of sick leave and short-term leave and disability plan regardless of start date of employment or return to work from any leave other than sick leave, Workplace Safety and Insurance Board (WSIB) or Long-Term Disability (LTD).
- 3.2 All allocations of sick leave and short-term leave and disability plan will be pro-rated based on Full-time Equivalent (FTE) at the start of the school year and based on the length of assignment, if applicable. Any changes to FTE during a school year will result in adjustments to allocations.

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3.3 Employees appointed internally during the school year shall continue to access the sick leave/short-term disability days already allocated for that school year.

3.4 A partial sick leave day or short-term disability day will be deducted for an absence for a partial day.

4. Short-term Leave and Disability Plan Top-up

4.1 On September 1 each year, any unused days from the 11 sick leave days paid at 100% will be carried over to the next year for the purposes of topping up absences funded at 90% under the Short-term Leave and Disability Plan to 100% of salary. For clarity, 1 top-up day will allow for 10 short-term leave days, approved through the Board's adjudication process, paid at 100% of salary.

4.2 The number of top-up days will be calculated annually by subtracting the number of sick leave days used in the prior year from 11. Top-up will not accumulate from year to year.

4.3 The number of top-up days for employees absent from work the previous year due to approved leaves, other than sick leave, will be calculated based on attendance in the last year worked.

4.4 In addition to the top-up bank, a maximum of 2 days compassionate top-up may be considered at the sole discretion of the Director of Education, or designate. The compassionate leave top-up will be dependent on the employee having a minimum of 2 personal leave days available in the current year in accordance with Administrative Regulation No. HR-6.1.5, Leave of Absence – Leave With Pay, for employees not subject to the provisions of a collective agreement, and in the collective agreements for employee groups subject to the terms and conditions of collective agreements.

5. Long-Term Absences – Renewal of Sick Leave Entitlement

5.1 An employee who is on approved leave of absence due to illness, WSIB or LTD, that commenced in one period between September 1 and August 31, and such absence continues into the next period of September 1 and August 31, is not eligible for new allocation of sick leave or short-term leave disability plan as outlined in 2.1 and 2.2 above, until such time as the employee returns to work on a full- or part-time basis.

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- 5.2 Access to the new allocation for a recurrence of the same illness or injury, or a new illness or injury, will not be provided to the employee until the employee has completed 11 consecutive working days at their full FTE without absence due to illness.
- 5.3 In the event the employee continues to work less than their FTE, their salary will be reduced accordingly and a new prorated sick leave and short-term leave disability allocation will be provided.
- 5.4 Any absences during the working portion of the day will not result in a loss of salary or further reduction in the previous year's sick leave allocation, but will instead be deducted from the new allocation, once provided.

6. Sick Leave Benefit Payment for Work Related Illness or Injury

Where a permanent employee, or an occasional teacher in a long-term assignment, is absent from work due to a work related illness or injury and is unable to perform modified work, and is receiving workers compensation benefit payment from the WSIB, the employee will be paid the full amount of the employee's regular rate of pay, with no deduction from sick leave.

7. Reporting Absence Due to Illness

Employees who will be absent due to illness are required to notify the employee's immediate supervisor and enter the absence into the Board's computerized absence system, in advance, in order that replacement arrangements may be made if required, except where other arrangements have been made. It is recognized that this may not be possible in cases of emergency or sudden illness.

8. Sick Leave – General

- 8.1 Although medical certificates may not be required in all cases of absence due to illness, Human Resource Services may require a statement from a physician certifying illness, treatment plan, limitations or restrictions, and/or fitness to return to work at full or modified duties.
- 8.2 Employees may be requested by Human Resource Services to undergo additional medical examination in order to confirm continuing eligibility for sick leave or long-term disability benefit.

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8.3 Where medical documentation indicates that an employee is fit with limitations, and is able to perform modified duties, an appropriate modified work plan may be offered.

8.4 Where possible, employees are expected to schedule routine medical and dental appointments outside of regular working hours.

9. Sick Leave – Notice/Benefits

If at any time during the course of the employee's employment, or thereafter, the employee becomes entitled to:

9.1 notice of termination or pay in lieu of notice, and

9.2 either sick leave benefits or long-term disability benefits (or both),

the employee will receive no more than 100% of the then current salary as a result of any combination of sick leave, short-term leave and disability plan benefits or long-term disability benefits, and notice or pay in lieu of notice.

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