

SICK LEAVE

Background

Sick leave benefits are sponsored by the Board to protect the employee in the event of unavoidable work or non-work related illness or injury not covered by the Workers' Compensation Board.

When an individual is absent from work due to injury or illness, managing through the health care system can present many challenges. Early assistance and quick access to medical and support services are key in the recovery process and thus returning people to their regular day to day activities and work duties.

The Division offers various provisions that support the employee in their recovery such as modified work, Employee Assistance Program and the use of third party health management whose focus is on the provision of timely, quality health support during disability and return to work for staff.

Procedures

1. The Division shall administer terms of sick leave as per the employee's collective agreement or contract.
2. Medical Documentation
 - 2.1. A certificate documenting total medical disability from a qualified medical or dental practitioner must be submitted for illness in excess of three (3) working days.
 - 2.2. When medical documentation is requested by the Board or its agents to qualify for sick leave with pay, responsibility for payment shall be the employee's unless specified by the employee's collective agreement.
 - 2.3. Additional medical documentation from a doctor or disability management provider may be requested periodically during the sick leave period.
 - 2.4. Return to work documentation from a doctor is required as per the terms of the collective agreements.
3. Subrogation Rights
 - 3.1. If an employee receives sick leave benefits because the employee has been injured through the fault of another party, the Board has subrogation rights and the employee

may be required to make a claim against the other party to recover the amount of benefits paid by the Board.

3.2. Any benefits recovered by the Board shall be added back to the Employee's sick leave entitlement.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 197, 204, 222, 225
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Controlled Drugs and Substances Act
Criminal Code
Criminal Records Act
Food and Drugs Act