



Sick Time-FAQ for part time employees

1. Members are expected to call the **absence line** at x 43333 each day they will not be attending a scheduled shift: 1.5 hours' notice prior to a day shift and 6 hours prior to afternoon or night shifts.
2. The absence line should also be advised when you return to work: 6 hours prior to an evening or night shift or by 1900 hours before returning to a day shift.
3. A doctors note may be requested to verify illness related absences of any length and an APR-attending physician report, will be required before returning to work from an absence of 3 or more days. You are expected to provide the nature of the illness to validate that you meet the definition of total disability and any restrictions in abilities if requiring modified work on your return.
4. Sick occurrences that are from the same or related illness and separated by 3 weeks or less, should be considered the same occurrence. Be sure to communicate that your illness is not a "new" illness when you call the absence line (can impact flagging in the attendance program)
5. If you suffer from a chronic condition that results in multiple absences - speak to a union representative for advice on whether the absences should be considered under one occurrence and/or whether an accommodation could help.
6. Depending on the length of your absence, you may want to apply for sick EI benefits; there is a 2 week waiting period (not paid) per year.
7. You may be flagged in the attendance support program. Reach out to a Union steward if you have concerns about being flagged. The flagging criteria is: 3 occurrences or 37.5 hours in a 4 month period. (April 1st-July 31; Aug 1-Nov 30; Dec 1-Mar 31).

