



Sick Time/Attendance– FAQ for Full time employees

1. **Reporting absence:** Members are expected to call the absence line (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. **Notifying return:** 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 access to HOODIP income replacement for any length of illness and an APR-attending physician report, will be required before returning to work from an absence of 3 or more days (some exceptions in extenuating circumstances). HOODIP income replacement is available if you are totally disabled and under the active continuous care of a treating practitioner.
4. For full time employees entitled to Short term disability benefits through HOODIP, the **first 15 hours of the 6th and subsequent occurrence is not paid.**
5. **Occurrences:** Sick occurrences 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.
6. 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 or whether an accommodation could help. Apply for special consideration/exclusion of disability related illness days from the attendance program.
7. Under **HOODIP there are 15 weeks of short term disability insurance.** If your absence extends beyond 15 weeks, you will need to apply for sick EI benefits.
8. Payment of wages during temporary transitional work programs will be based on how long you have been away. If you return prior to the 15 calendar weeks you will have access to the remaining time for top up. For example, if you return after a 13 week absence you will have 2 weeks or 75 hours to top you up if you need reduced hours upon your return... **After the equivalent 15 weeks (562.5 hours) of sick bank are exhausted, you will only be paid for the hours you work. It is advisable to apply for EI should you not expect to be returned to full hour by this time.**
9. You may be flagged in the **attendance support program.** Feel free to reach out to a Union steward if you have concerns or if you think your illness or injury could qualify for an exclusion. 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).