



Sick Time-FAQ for Full time employees (HOODIP)

1. Members are expected to call the **absence line** (x 43333) each day they will not be attending a scheduled shift. Notice must be given 1.5 hours prior to a day shift and 6 hours prior to afternoon or night shift.
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 (APR-attending physician report) will be required before returning to work from an absence of 3 or more days (some exceptions in extenuating circumstances).
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. 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.
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. You may wish to request a form for special consideration.
7. Under HOODIP there is 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 to work prior to using 15 weeks of sick leave, you may have access to top up pay on your return (**speak to a union rep). Once you have exhausted your paid sick leave hours, you will be paid only for the hours you work. It is advisable to apply for EI at that point.
9. You may be flagged in the attendance support program. Feel free to reach out to a union steward if you have concerns. The flagging criteria is: 3 occurrences or 37.5 hours in a 4 month period (April 1-July 31, Aug 1-Nov 30, Dec 1- March 31).

