



# Sick Time- FAQ for Full time employees

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1. Members are expected to call the absence line (x 43333) each day they will not be attending a scheduled shift. On the first day absent: every effort to provide timely notice; on subsequent days: 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 access to sick benefits 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).
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 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.
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. Up to 15 weeks of absence/return to work you will be topped up to your full wages. After the 15 weeks, you will be paid for the hours you work. It is advisable to apply for EI.
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).

