Online Sick Leave Information for Supervisors of CUPE Staff

Online sick leave information is available through myInfo for your direct and indirect (if applicable) reports. This information will show the total sick leave for your continuing CUPE staff as of Nov. 4, 2019 and will show sick leave prior to Nov. 4, 2019 divided into casual illness (21 sick hours or less) and sick leave (more than 21 sick hours). The report also includes the University’s sick leave average divided into casual illness, sick leave and total sick leave (casual illness plus sick leave). This information allows you to compare your employees’ sick leave to the University average as a whole.

Staff who have reached the new threshold of 4 occurrences AND 14 days (98 hours) in the previous 12 months will have an asterisk ( * ) indicating that has happened. The procedures to be followed are indicated in the protocol Q&A document.

Who has access to sick leave information?
Any official supervisor of record in the Human Resources/Payroll system myInfo will automatically have access to review the sick leave information of his/her direct and indirect reports. However, if you are required to access sick leave information for employees that do not report directly to you, you will require authorization from Human Resources to have access to this information in myInfo. Please contact the W&R office at local 2-6698 or via e-mail at rtw_dm@sfu.ca to receive and/or submit a PeopleSoft HRMS Security Access Form.

Why is sick leave information important?
Sick leave information is important in helping you manage absenteeism. Improving the management of absence due to illness or injury will ensure that our resources are devoted to delivering better services to our employees.