Supervisor Procedures for CUPE staff eff. Nov. 4, 2019

There is a new earning code #466- CUPE Paid Sick Leave for Salary

The Supervisor has discretion in how employees report to them when they are away sick. If the employee is unable to come to work because of illness or injury, they are expected to advise their supervisor prior to the start of their shift except in extenuating circumstances.

Continuing part-time staff will be prorated for threshold calculations. The 4 occurrences still apply but hours will be pro-rated based on FTE- (# hours worked/35 hours x 98= pro-rated hours).

Sick leave >35 hours (5 days) continuous sick leave:

Staff with < 3 months of seniority at SFU
- Limited to 5 days
- Advise staff that they have met their maximum if more than 5 continuous days
- Additional days must be coded as “unpaid sick leave”

Staff with > 3 months seniority:
- Medical certificate may be required at discretion of Supervisor
- Supervisor may call W&R for advice

Sick leave > 4 weeks:

Staff >3 months and < 1 year seniority:
- Advise staff that an APS is required
- Referral to W&R as soon as possible to prevent overpayments
  - W&R will apply reductions to ensure the employee is not overpaid (entitlement 4 weeks of continuous sick leave at 100%).
  - W&R will connect with the employee to provide assistance as needed, review medical requirements, confirm ongoing sick leave entitlement, and as appropriate discuss accommodations, return to work etc.

Staff > 1 year seniority
- Advise staff that an APS is required
  - Referral to W&R
    - W&R will connect with the employee to provide assistance as needed, review medical requirements, confirm ongoing sick leave entitlement, and as appropriate discuss accommodations, return to work etc.
Threshold of 4 occurrences and 98 hours in the preceding 12 months [(pro-rated for part time 9#hrs/35*98)]

**Reached Threshold:**

Supervisor will receive a system generated email indicating the employee has reached the threshold as of X date with a copy to W&R.

Sick Leave Review Table will indicate * beside the employee’s name:

- Supervisor will contact W&R department and discuss next steps:
  - Chronic illnesses may impact how Threshold is applied
  - W&R may contact the employee if there is no record of illness on their files
    - W&R may provide advice, resources, discuss accommodations etc.
- Supervisor will discuss with the employee:
  - Threshold met
  - Medical certificates required for 6 months
  - Referred to W&R department
- Supervisor will give employee a letter confirming conversation

**6 month period expired:**

Supervisor will receive a system-generated email indicating the 6 months period has expired.

Sick Leave Review Table will no longer show an * beside the employee name:

- Supervisor will advise the employee that medical certificates are no longer required.
- Supervisor will give employee a letter confirming their conversation.

**More sick leave during 6 month period has triggered a new threshold date:**

Supervisor will receive a second system generated email indicating the employee has reached the threshold as of X date with a copy to W&R.

Sick Leave Review Table will indicate * beside the employee’s name:

- Supervisor will discuss with the employee:
  - New threshold met and date
  - Medical certificates required for an additional 6 months
- Supervisor will give employee a letter confirming conversation.
**Corrections made to past sick leave**

Supervisor will advise W&R if the system has identified that the individual has met threshold. The corrections may impact on the number of occurrences or total hours and therefore date of threshold.

**Concerns about extensive sick leave**

Supervisors are advised to discuss this with the W&R staff and if there are no known chronic illnesses impacting sick leave, to review the AMG (Attendance Management Guidelines) and discuss their concerns with their Human Resources Advisor and/or Labor Relations.

**Employee is concerned about any decisions made related to sick leave**

Supervisors should encourage employees to contact the W&R staff to discuss their concerns. If that does not resolve the issue, they can appeal to the Joint Case Review Committee made up of representatives from the University, W&R and 2 union members.