E-MAIL TO ALL CUPE 3338 MEMBERS

SUBJECT LINE: Important Message. Changes to CUPE 3338 Members Sick Leave Aggregation (Article 35.02(b))

Dear CUPE 3338 Member,

On June 22, 2017, CUPE Local 3338 and the University signed a Grievance Settlement Agreement over practices for administering sick leave and methodologies for aggregating sick leave usage for each illness or injury.

In the Settlement, both parties agreed to the terms and conditions of a Protocol for Application and Operation of Sick Leave Aggregation (Article 35.02(b). Please familiarize yourself with the Protocol available to you at http://www.sfu.ca/human-resources/rtw-dm-protocol.html

The intent of this e-mail is to make you aware of the new Protocol and to provide you with immediate information on changes to the administration of sick leave aggregation that may have an immediate impact to you.

Starting October 1, 2017:

1) Each employee must complete the Claim for Casual Illness or Sick Leave Benefit form (available online: http://www.sfu.ca/human-resources/forms-resources/medical-absence.html) for each absence from work for which the employee claims paid sick leave entitlement. Failure to submit a claim form will result in subsequent loss of pay for the absence until such document is provided.

2) Paid sick leave usage for a casual illness (21 hours or less) is recorded in an employee's sick leave record as "unknown" when:
   a) The illness or injury for which the employee claimed the paid sick leave is not disclosed to the University; or
   b) The University does not require a physician's certificate.

3) Therefore, an employee's absences due to casual illness recorded as "unknown" shall not be aggregated with the employee's paid sick leave usage for any illness or injury.

4) An employee's absences due to casual illness are considered "excessive use" in accordance with the Collective Agreement when they exceed twice the most current available casual illness average for all University employees. The average casual illness for all University employees is released by March 31st of every year.
   a) If on October 1, 2017, your casual illness equals or exceeds twice the University's casual illness average for 2016 you will receive a notice letter from the University pursuant to point (5) below.

5) When an employee's absence due to casual illness is considered "excessive use", the employee will be required to provide a physician's certificate satisfactory to the University in accordance with Article 35 for the current absence and each and every subsequent absence due to casual illness until the employee's usage of casual illness falls below double the most current available casual illness average.
In order for a medical note to be satisfactory it must include the nature of the absence. Failure to comply with this requirement will result in subsequent loss of pay for the absence until such information is provided.

The Parties also agreed on several other sick leave aggregation practices that may impact on you and are available at http://www.sfu.ca/human-resources/rtw-dm-protocol.html. We encourage you to familiarize yourself with these changes to sick leave aggregation practices.

We encourage you to familiarize yourself with these changes to sick leave aggregation practices and to attend one of our information sessions. For a schedule of the information sessions please go online to: http://www.sfu.ca/human-resources/learning-development/courses-for-staff.html.

If you have any questions regarding the contents of this e-mail or the contents of the Protocol for Application and Operation of Sick Leave Aggregation (Article 35) please contact the Return to Work Office or your CUPE 3338 Business Agent.

**Return to Work/Disability Management Office:**
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Kind regards,

Harro Lauprecht
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