

## ABSENCES FOR ILLNESS OR INJURY PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Human Resources
<b>Parent Policy:</b>	Attendance Management Policy
<b>Approval Date:</b>	March 28, 2014
<b>Effective Date:</b>	April 1, 2014
<b>Procedure Owner:</b>	Vice President, People
<b>Procedure Administrator:</b>	Manager, People Services

### Overview:

This procedure will clarify roles and expectations of the employee, supervisor, and People related to absences due to illness or injury.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

The following actions and conditions apply where an employee is away from work for reasons of illness or injury. Please refer to the Terms and Conditions of Employment and the Collective Agreements applicable to the employees position, for limitations associated with illness leaves, proof of illness and Workers' Compensation.

#### **Reporting of an Absence For Illness or Injury**

- Employees, who are unable to report to work because of illness or injury, must notify their supervisor within one hour of their work starting time.
- Employees are expected to report to their supervisor or designate daily unless they have submitted a medical certificate that states they are unable to work for a defined period of time.
- Employees injured at work must, if they are able, report their injury to their supervisor within one hour of the injury.
- In the case of absences due to illness or injury of longer than three (3) days an employee should keep their supervisor informed at reasonable intervals during the leave of the progress toward recovery and anticipated date of return to work. An employee is expected to notify their supervisor as early as possible to their expected date of return to work.
- Employees in a permanent or term position will be allowed time off with pay to attend medical appointments, provided they have been given prior authorization by their supervisor.
  - A supervisor may require a medical certificate as proof of attendance at the medical appointment.

#### **Recording of Absences For Illness or Injury**

Supervisors are accountable for ensuring employees record their absences.

#### ***For Employees in a Permanent or Term Position:***

##### Absences on Casual Illness

- Employees shall, immediately upon return from a casual illness leave, report their absence on an [Absence Form \(HR148\)](#).

- The employee's supervisor is to review this form, sign it and submit it to the People Services department immediately upon receipt.

#### Absences on Short Term Illness (sometimes called General Illness)

- Where an employee is on a short term illness leave, the employee's supervisor must, by the 4th day of the employee's absence, complete the [Absence Form \(HR148\)](#) with the employees' absence information and submit the form to the People Services department.
- Also by the fourth (4) day, the employee must provide the People Services department with a medical certificate and continue to submit an updated medical certificate at regular intervals thereafter until the employee returns to work. The certificate may be sent by fax to 780.644.6186.

#### Absences on Long Term Illness

- Where an employee is absent more than 30 days due to illness or injury, People Services will send to the employee's home address a letter along with an application for Long Term Disability (LTD). The application will contain a number of forms.
  - The employee and the employee's physician application forms should be completed and sent to the Insurance Provider as soon as possible to avoid interruption of earnings.
  - People Services will work with the employee's supervisor to complete the Employer portion of the LTD application and will submit it to the Insurance Provider.

#### ***For All Employees:***

#### Absences on Workers Compensation (Workplace Injury)

- Where an employee is injured at work, the employee's supervisor must complete and submit an [Employer Report of Injury \(form C040\)](#) to the People Services department no later than 24 hours from the time of accident. This is critical as there are deadlines for submitting this report to the Workers Compensation Board (WCB).
- The Employee should complete and submit to WCB the [Worker Report of Injury of Occupation Disease \(form C060\)](#).

#### **Actions While on Leave for Illness or Injury**

- An employee that is on a leave for illness or injury needs to be available to respond to phone calls or emails by the college or the Insurance Provider.

#### Employee Recovery Assistance Program

The longer an employee is off work the harder it is for them to return to work. The college provides a voluntary program to assist permanent and term employees in returning to work, called the Employee Recovery Assistance Program (ERAP).

- On or about day 15 of Short Term Illness, People Services will contact the supervisor and the employee to inform them of the ERAP.
- With the employee's consent People Services will provide the employees name to the ERAP service provider Nurse.
  - The nurse will contact the employee and will work in the strictest confidence to assist the employee while they are off work on short term illness. This includes working with the employee's physicians and other health professionals to address factors that could complicate their return to work. The

nurse will provide information and support for a return to work when an employee is ready to return as prescribed by their professional care giver.

- If the employee does not agree to participate in ERAP, they will be required to provide additional medical information to support their leave.
  - People Services will send to the employee a Medical Certificate/Attending Physician's Report (HR134) (available from People Services) for completion by their physician.
  - The employee may also be required to attend an independent medical assessment.

#### Long Term Disability (LTD)

- The Insurance Provider will advise the employee in writing of the status of the claim.
  - A permanent employee that is approved for LTD will be paid directly from the Insurance Provider.
  - A term employee that is approved for LTD will be paid directly from the college.
  - If not approved for LTD the employee may appeal the decision to the Insurance Company.
    - While awaiting the appeal decision, an employee with satisfactory medical evidence to remain off work, may request to be on vacation or an unpaid leave of absence. It is important for the employee to understand that any vacation taken while awaiting an appeal decision will not be reinstated if they are successful in their appeal.

#### Benefits While on Leave

- Permanent and term employees will continue to participate in the college benefits plan and the pension plan while on illness or injury leave.
- Where an employee is approved for LTD:
  - Both the employee and employer portion of pension contributions will be paid for by the college.
  - The employee's premiums for Life Insurance, Accidental Death & Dismemberment, and LTD will be waived.
  - The college and the employee shall continue to pay their share of Extended Health Care and Dental premiums. Permanent employees will be required to provide the college with post-dated cheques dated the first of the month. If at any time during their leave, an employee allows payment of premiums to lapse, benefits will be suspended immediately until such time as the employee submits the required payment.

#### **Returning to Work after an Illness or Injury**

- Employees returning from short term illness, workers compensation, or LTD must provide satisfactory medical evidence that they are fit to return to work.
- The college and the employee, participating in ERAP or returning from LTD, will work with a nurse or rehab consultant on a return to work plan. The plan may include returning to:
  - regular duties and full-time,
  - modified work or part-time hours, or
  - work with specified work-site modifications in place.

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- Normally, the nurse or rehab consultant will arrange a return to work meeting with the Supervisor, the Employee, and People Services to ensure all parties agree to and manage the expectations of the return to work plan.

**Casual Illness:** means an illness which causes an employee in a permanent or term position to be absent from duty for a period of three (3) consecutive work days or less.

**Employee:** includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Long Term Disability:** means an income protection plan for illness or injury that prevents an employee from returning to work within the 80 consecutive short term illness days.

**Permanent position:** means a position designated by the college as continuing to meet ongoing operational requirements. Permanent positions may be Full-time or Part-time.

**Short Term Illness (or General Illness):** means an illness which causes an employee in a permanent or term position to be absent more than three (3) consecutive days but does not exceed 80 consecutive work days or the equivalent of pro-rated days for part time employees.

**Supervisor:** means an employee whose job function requires him/her to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, Members of Executive, or president.

**Term Position:** means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be Full-time or Part-time of not less than one-half time.

- [Absence Form \(HR148\)](#)
- [Attendance Management Policy](#)
- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [Management Terms and Conditions](#)
- Medical Certificate/Attending Physician's Report (HR134) (available from People Services)
- [Out of Scope Employees Terms and Conditions](#)
- [Employer Report of Injury \(form C040\)](#)
- [Worker Report of Injury of Occupation Disease \(form C060\)](#)

February 2018

April 2014: new  
 November 2014: update for change in procedure owner and document links  
 September 2015: update for document links and next review date  
 August 2019: Compliance Office template & reorganization update