



Canadian Office and Professional Employees' Union Local 491

COPE491 SICK LEAVE BANK GUIDELINE

1. The intent of the Sick Leave Bank (SLB) is to provide assistance to employees who are members of the COPE 491 bargaining unit, and who suffer an unexpected long-term substantiated illness or injury not compensable under Workers' Compensation and who have exhausted their sick leave credits.
2. The amount of sick leave credits to be considered by the Committee shall be for a period of absence of not less than three (3) continuous working days and not more than the number of days required to qualify for LTD benefits for any one illness or injury. Absences of less than three (3) continuous working days shall not be considered. A medical certificate must be submitted with requests for any leave over three (3) days.
3. The SLB shall not be used to assist employees to attend to illness in the family. Employees must make every effort to schedule medical appointments outside of their normal working hours, in accordance with the collective agreement, or take alternative leave, i.e., leave without pay or vacation. Note that vacation must be taken in half or full days, not in hours. All absences must be reported on the appropriate signed leave forms, and employees should expect their salaries to be adjusted, if necessary.
4. The SLB Committee will not approve leave for leave related to persons other than the employee. (Ex. Can't take time for family members if they are sick and needing care)
5. All permanent and long-term temporary (minimum one year employee) COPE members (see schedule) must contribute one-half days' sick leave to the SLB each.

Example:

SCHEDULE A		
Date Hired	Date to put into Sick Leave Bank 1/2 DAY	Eligible for Sick Leave Bank
January 1 - October 31, 2016	December 31, 2016	January 1, 2017
November 1 - December 31, 2016	December 31, 2017	January 1, 2018



6. Employees with a zero balance at December 31st will be eligible for the SLB, however, will contribute one-half day upon return to work.

**For example:
ZERO balance**

as of December 31, 2015
with no sick days to contribute to the Sick Leave Bank

January 31, 2016 you will receive 1 1/2 days sick leave
January 31, 2016 you will put in 1/2 day sick leave to the SLB
January 31, 2016 you will be left with a balance of 1 day sick leave accumulated to date

Sick leave forms must be submitted for signature as per usual practice, and upon receipt of same by Human Resources, the employee's salary will be reduced/adjusted accordingly.

7. COPE members requesting assistance from the SLB must submit such requests by completing the "Application to the SLB Committee Form" and attaching a supporting medical certificate (which should include the date on which the sick leave commenced and its expected duration. Specific details are not required. Requests should be sent to the appropriate COPE Local 491 Committee member immediately at the onset of each absence, with a copy of all documents to Human Resources. In cases where it is not possible to apply immediately at the beginning or onset of an absence, a written explanation for the delay must also accompany the request. If an explanation is not provided, the SLB Committee will not consider the request.
8. The SLB Committee member will contact the Employer Representative in Human Resources to verify the employee's entitlement to the SLB, confirm the period of absence being applied for, and decide jointly whether the application is approved or not. The days which are expected to be earned during the absence, and subsequently, will be taken into consideration when determining the number of days required.
9. The SLB Committee may approve an extension to an initial related Sick Leave Bank request, open to reassessment at a future date (i.e., upcoming visit to attending physician to determine whether or not the absence continues) providing the request for same is made at the time of the initial request, if possible.



10. All SLB requests are reviewed and approved by the SLB Committee, including the employer representative. Any one on the SLB Committee may request additional information or further explanation to adequately evaluate and review the request. Should the information requested not be provided, the request will not be considered. The SLB Committee will send a letter to the employee, with a copy to the employer, confirming approval or denial of the request.
11. Where sick leave is to be reimbursed to an employee in the form of lost wages, by a third party (for example an automobile insurance claim), the borrower is required to reimburse the SLB once the claim is settled. This is done by written notification to the SLB Committee, including the Employer representative in Human Resources, following which a determination of the cost of reinstating the days to the SLB is made. Based on that information, the employee will reimburse CUPE the dollar amount equivalent to the number of days to be reinstated to the Bank.
12. Approval of SLB requests does not in any way indicate agreement by either party as to the veracity of the absence.

klc/Hdlld/cope491

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