



Procedure

Procedure Name	<i>Illness and Injury Leaves – Management and Excluded</i>		
Procedure #	HR 1.12	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	December 16, 2022

1.0 Purpose/ Background

NAIT offers time off with pay to employees who are unable to perform their duties due to illness or injury. This procedure provides details of the different types of illness and injury leaves and ensures consistent processes are maintained among management and excluded employees.

2.0 Definitions

Term	Definition
Casual Employee	Employee working on an as needed basis who submits hours worked for payment
Earned Day Off (EDO)	An employee works longer days and uses the accumulated additional hours as time off
Excluded	Non-Management employee who is not covered under a Collective Agreement and is paid on the MAE pay grid at level 19 and under
Full Time Equivalent (FTE)	A ratio which defines the hours of work for a part time employee relative to the regular 36.25 hours/week full time rate
Leader	Employee with direct reports and the authority to approve or deny requests
Management Employee	Employee whose position has been classified as Management based on job function, who is not covered by a Collective Agreement and is paid on the MAE pay grid at level 20 and over

3.0 Procedures

3.1 General

- 3.1.1** NAIT's policies and procedures regarding illness and injury leaves will be in alignment with any applicable provincial or federal legislation.
- 3.1.2** This procedure applies to Management and Excluded employees of NAIT. These employees are not covered under a collective agreement.
- 3.1.3** Casual Employees are not entitled to any paid illness/injury time. Any time away from work due to illness or injury will be unpaid except when related to an approved WCB Claim.

- 3.1.4** Refer to Procedure HR 1.6 for information on Illness occurring during vacation leave.

3.2 Eligibility and Entitlements

- 3.2.1** Excluded employees are entitled to 10 days of casual illness entitlement per year which resets on January 1st of each year. The number of days are pro-rated for part time employees. Casual Illness may be used for illnesses of a period of 3 consecutive work days or less.
- 3.2.2** Illnesses that require an absence from work for greater than 3 days or more are considered General Illness. Casual Illness will not precede General Illness. The start date for the General Illness is the first date of illness.
- 3.2.3** Management employees do not have Casual Illness entitlements but instead immediately draw from their General Illness entitlements for any time away from work due to illness.
- 3.2.4** Entitlements begin at the commencement of employment and are based on completed calendar years of service as follows:

Completed Calendar Years of Service	Excluded Employees (80 Days Total)		Management Employees (130 Days Total)	
	Days @ 100% of Salary	Days @ 70% of Salary	Days @ 100% of Salary	Days @ 70% of Salary
< 1 month	LOA 1 st 10 days	70		
0 Years	10	70	15	115
1 Year	15	65	30	100
2 Years	25	55		
3 Years	35	45	45	85
4 Years	45	35		
5 years	60	20	60	70

- 3.2.5** An employee on General Illness at the beginning of a calendar year will have the yearly entitlement granted after the employee has returned to full regular duties and hours for 10 consecutive workdays.
- 3.2.6** Paid statutory holidays which fall in a period of General Illness leave will be counted as a General Illness day and no additional entitlement will be awarded in lieu.
- 3.2.7** Long Term Disability (LTD) is available to employees who have completed 3 consecutive months of employment working a minimum of 14 hours per week and who are not absent due to general illness or leave without pay on the date they become eligible. Benefits are paid at 70% of the employee's regular salary (to a maximum salary of \$7000/month) after the insurance company has approved the employee's claim.

3.3 Reoccurring Illness/Injury

- 3.3.1** If an employee, who has been receiving General Illness leave benefits, recovers and returns to work, but becomes ill/injured again, with the same or related illness, within 10 consecutive workdays, the second illness/injury will be a continuation of the first.

- 3.3.2** If an unrelated illness/injury occurs after returning from a period of general illness, any used General Illness leave entitlements will be reinstated for use at 70% of normal salary within the same year.
- 3.3.3** If an employee returns from a period on long term disability and is disabled within a 6 month period due to the same or related causes, the disability will be treated as a continuation of the previous disability. LTD benefits will begin immediately upon approval from the insurance company.

3.4 Employee Requirements

- 3.4.1** Employees are required to notify their leader, in the manner requested by the leader, within 1 hour of their reporting time should they be unable to report to work due to illness.
- 3.4.2** An employee may be required to provide a physician's note for illness or medical appointments if the leader requests so.
- 3.4.3** For any illness greater than 3 days a written certificate from the employee's physician is required. The employee must consult with NAIT's Ability Management to obtain proper documentation.
- 3.4.4** Employees are responsible for submitting an absence form or online absence request for all illnesses. They may contact their Human Resources Operations Advisor (HRA) for any assistance required.

3.5 Role of Leaders

- 3.5.1** Leaders must notify their Human Resources Consultant if an employee is absent from work and has not provided notification or in circumstances where an employee is absent from work for greater than 3 days.
- 3.5.2** A leader who receives a medical note or information for an employee on an illness leave greater than 3 days, must forward this information to Ability Management. Ability Management will ensure the HRA is aware of any absences to ensure the employee's pay is accurate for the period of time. Wherever possible medical notes should be provided directly to Ability Management by the employee.
- 3.5.3** Leaders must notify their Human Resources Consultant if an employee does not return to work on the day scheduled following a period of Illness/disability.
- 3.5.4** If an employee is scheduled to return to work on a modified schedule, their leader must notify Human Resources if the employee does not return as expected, or if there is any deviation from the agreed upon schedule.

3.6 General Processing Practices

- 3.6.1** Authorized absences due to health-related appointments e.g. medical, dental will be deducted in half day increments from the casual/general illness entitlement. If an employee works a minimum of 1 hour in a half day period, there will be no deduction from casual/general illness entitlements and any time missed will be recorded as medical appointment.
- 3.6.2** Any time taken in excess of applicable illness entitlements will be processed without pay.
- 3.6.3** In the event that proof as requested per 3.4.2 or 3.4.3 is not produced within a 14 consecutive day timeframe, pay will be deducted for the days of absence and recorded as leave without pay.

- 3.6.4** An employee who wishes to cancel vacation due to injury or illness that results in hospitalization should refer to HR Procedure 1.6 for further details.
- 3.6.5** General Illness leave benefits will not be paid if the absence is due to injury received while working for another employer.

3.7 Long Term Disability (LTD)

- 3.7.1** Prior to the end of General Illness, Human Resources will forward an LTD application to the employee.
- 3.7.2** If an employee is not approved for LTD or a decision has not been received by the time the employee exhausts General Illness entitlements, the employee will be placed on an unpaid leave of absence.
- 3.7.3** In the event that the LTD application is not approved by the insurance carrier, the employee may appeal the decision. The employee may request to have any unused vacation leave paid out during this timeframe; however if the LTD is retroactively approved the vacation will not be credited back.
- 3.7.4** In the case of LTD, a recuperating employee may return to work on a modified or restricted basis based on the recommendations from the physician and insurance company. Ability Management will work with the employee's leader, the Human Resource Consultant (HRC) and the employee to facilitate this process and create a return-to-work plan that will enable the employee to return successfully.

4.0 Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Lead.

Procedure exceptions must include:

- the nature of the exception;
- a reasonable explanation for why the procedure exception is required;
- confirmation that the exception aligns with the general principles; and
- any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

Document History

<i>Date</i>	<i>Action/ Change</i>
October 24, 2022	Updated to new NAIT procedure format; review date updated