



## Procedure

Procedure Name	<b><i>Illness During Vacation Leave – All Employees</i></b>		
Procedure #	HR 1.6	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 recognizes the need to provide process and support in the event that a staff member becomes ill or injured prior to or during their approved vacation leave.

### 2.0 Definitions

Term	Definition
AUPE	Alberta Union of Provincial Employees
Excluded Employee	Non-Management employee not covered under a Collective Agreement and paid on the MAE pay grid at level 19 and below
Leader	Any employee with direct reports and the authority to approve or deny requests
Management Employee	Employee whose position is classified as Management based on job function, who are not covered by a Collective Agreement and are paid on the MAE pay grid at level 20 and above
NASA	NAIT Academic Staff Association

### 3.0 Procedures

#### 3.1 General

- 3.1.1** NASA employees and employees in AUPE Local 038 earn and use vacation leave according to the applicable collective agreements.
- 3.1.2** Management and Excluded employees earn and use vacation leave in accordance with HR 1.5 – Vacation and Statutory Holidays – Management and Excluded.
- 3.1.3** Authorized vacation leave will only be amended where agreed to by both NAIT and the employee in the event of a serious illness or injury that has resulted in hospitalization.
- 3.1.4** Because illness leave is in place for the purpose of protecting a staff member from loss of income while ill or injured and vacation is a paid leave where salary continues and there is no loss of income, employees are not eligible for Illness leave during approved vacation leave.

- 3.1.5** This procedure relates only to general illness i.e. illness of more than three days. It does not apply to casual illness.

**3.2 Illness Commencing Before Vacation Leave**

- 3.2.1** When an employee who has scheduled and received approval for vacation time becomes ill or injured prior to commencing vacation, he or she may request to defer or cancel the vacation leave. Requests should be made through the employee's leader at the earliest possible opportunity and approval will be subject to operational considerations and the normal approval process.
- 3.2.2** Any request for deferral or cancellation of previously approved vacation leave due to illness or injury must be accompanied by sufficient medical documentation and submitted to the Ability Management team. This documentation must identify clearly:
- a. The expected duration of the illness or injury; the inability of the ill or injured staff member to work; and an expected return date of the employee to full normal or modified duties; and
  - b. Any ongoing limitation on the staff member's ability to perform full normal duties.

**3.3 Illness Commencing During Vacation Leave**

- 3.3.1** If an employee becomes ill or injured during their vacation leave, NAIT will approve a request to treat those days in which the employee is hospitalized as an "in-patient" and a subsequent recovery period as supported by medical documentation, as illness leave.
- 3.3.2** Any request for cancellation of previously approved vacation leave days due to illness or injury must be accompanied by sufficient medical documentation and submitted to the Ability Management team. The documentation must identify clearly:
- a. The period (or expected period) of hospitalization, and subsequent recovery period; and
  - b. Any ongoing limitation on the staff member's ability to perform full normal duties.

**4.0 Exceptions to the Procedure**

- 4.1** 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
  - Any risks created by the procedure exception and how they will be managed.

**5.0 Related Documentation**

[AUPE Collective Agreement](#)

[NASA Collective Agreement](#)

HR Procedure 1.5 – Vacation and Statutory Holidays

HR Procedure 1.12 – Illness & Injury Leaves

***Document History***

<i>Date</i>	<i>Action/ Change</i>
October 24, 2022	Updated to new NAIT procedure format; review date updated; removed definition of incapacitated and updated wording in 3.3.1