



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SICK LEAVE</b>
<b>Effective Date:</b>	May 28, 2007
<b>Revised Date:</b>	
<b>Review Date:</b>	May 28, 2017
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	Other Legislation 16(b)
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: See List

This Policy applies to the following employee groups identified in Procedure: Employee Organizations and Employment Groups:

- a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- b) Executive Staff;
- c) Senior Administrative Academic Staff;
- d) Administrative Academic Staff;
- e) GFT Staff;
- f) Academic Staff in the UMDCSA Bargaining Unit;
- g) Research Academic Staff;
- h) Other Academic Staff;
- i) Sessional Professional Academic Staff;
- j) Excluded Management, Administrative and Professional Staff
- k) Medical Practitioners and Administrators
- l) Student Support Staff; and
- m) Out of Province Support Staff.

The foregoing are collectively referred to as the "Employees".

**Part I**  
**Reason for Policy**

To establish a sick leave plan for Employees.

**Part II**  
**Policy Content**

- 2.1 The University of Manitoba is committed to an environment that values and depends upon employee attendance. The University values the effort put forward by employees and recognizes that each employee's participation contributes to the achievement of the University's Mission.
- 2.2 The University further recognizes the financial hardship caused when an employee is unable to continue working due to illness or injury. The University wishes to support its employees that are suffering from an illness or injury regardless of their ability to participate in meaningful, modified and/or transitional work, as same is defined in the Procedure document to this Policy. The goal is to ensure that employees continue to be a valued part of the University during and after an injury or an illness.
- 2.3 Although regular attendance is essential, it is recognized that circumstances do occur which prevent an employee from attending work due to a legitimate illness or injury. The University is committed to the health and well being of all employees and to provide benefits to minimize the human and financial costs of absenteeism. The University's focus includes support for absent employees through the provision of sick benefits and through measures designed to assist employees to meet their employment obligation of regular attendance.
- 2.4 It is the University's intention to provide benefits that will ensure our employees feel valued. These benefits will reduce the financial costs associated with an injury or sickness. The University is committed to an approach that ensures the needs of all stakeholders are met.
- 2.5 In support of the Policy Statement under subsections 2.1 through 2.4 inclusive, the University will maintain a sick leave plan that:
  - a) attracts and retains employees who are well qualified and experienced in a university environment;
  - b) supports the University's recruitment and retention strategy by providing benefits that demonstrate the University's support for the Employees in the event of an illness or injury;
  - c) provides a form of income protection for the Employees who are unable to work due to illness or injury; and ensures benefits are paid when medical

evidence supports a conclusion that the employee is unable to participate in meaningful, modified and/or transitional work;

- d) defines benefit entitlements;
  - e) provides a structured process to adjudicate and manage sick leave benefits;
  - f) supports attendance management and ability management programs;
  - g) requires management, in consultation with Human Resources, to consider and where appropriate, provide transitional/modified work that is meaningful, assists the recovery process and can be performed safely and effectively without undue risk of re-injury and without undue risk to co-workers or property;
  - h) ensures benefits administration and entitlement are applied and managed consistently throughout the organization;
  - i) demonstrates a commitment to the well-being and rehabilitation of those of the Employees who are suffering from an injury or illness;
  - j) supports a process that helps the Employee maintain a positive morale and outlook regarding a return to work following an injury or illness;
  - k) protects the confidentiality of the Employee;
  - l) partners with the injured or sick Employee in the early intervention, and where appropriate, the return to work process;
  - m) establishes an atmosphere of mutual support, trust and co-operation;
  - n) focuses on abilities rather than disabilities;
  - o) supports a process that ensures co-workers and appropriate supervisors are aware of the required support for the returning Employee; and
  - p) assists in protecting the employment relationship.
- 2.6 This Policy requires that benefits paid to an Employee be reduced by monies that have been paid by other sources, or monies that would have been payable had the Employee applied for same. The intention of the foregoing is to ensure that the total benefits that are received, or that ought to have been received, do not exceed the employee's normal net pay from the University.
- 2.7 The details of the Sick Leave Plan are contained in the document entitled "Procedures Sick Leave".

- 2.8 This Policy is intended to meet or exceed any applicable Canadian and/ or Provincial legislation. In the event of a conflict between this Policy and the applicable Canadian and/or Provincial legislation, the legislation shall prevail.

### **Part III Accountability**

- 3.1 The University Secretary or the President is responsible for initiating a formal review of this Policy and Secondary Documents.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

### **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is May 28, 2017.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- a) the Approving Body deems necessary; or
  - b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes:
- a) All previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;

- b) All previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - i. Policy 714 Sick Leave - Full-time Faculty (July 26, 1972);
  - ii. Policy 805 Sick Leave (July 26, 1972); and
  - iii. Policy 806 Sick Leave - Certain Non-Permanent Staff (July 26, 1972).

**Part VII**  
**Cross References**

Cross referenced to:

Procedures: Sick Leave