



<p>+POLICY:</p> <p style="text-align: center;">Sick Leave Absences and Medical Certificates</p>		<p>POLICY NUMBER:</p> <p style="text-align: center;">PS-4-3</p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;">Sick Leave and Medical Certificates</p>
<p>APPROVED BY:</p> <p style="text-align: center;">Executive Council</p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;">January 11, 2022</p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;">March 2, 2021 January 15, 2020 March 13, 2017 August 18, 2015</p>

1. Policy Statement:

Manitoba Institute of Trades and Technology (to be referred to as MITT) will endeavor to support and work with employees to ensure good health and wellness, when they may be facing medical or other challenges and when they may be returning from a medical leave. MITT and all its staff, including the employee facing the medical challenge, must also ensure protection of personal and health information. Generally, it is best when the employee can work with their manager together on a positive proactive basis seeking appropriate advice from People Services.

When employees must be absent from work and are on sick leave they are expected to take reasonable and appropriate measures to minimize the time away ensure their timely return to work.

Where possible the employee may work with their manager to both support the employee and to mitigate the operational impact of the absence.

When employees are absent from work, it is the immediate manager’s responsibility to ensure that their employees’ time is being accurately recorded.

The number of sick leave credits accrued per year by an employee and the total number of sick leave credits that can be accumulated while working at MITT is dependant on the employee’s position. Detailed information is included in the MITT Employee Handbook.

There is no payout of accumulated sick leave credits at the end of employment with MITT.



Accumulated Sick leave credits may be used for:

- Illness or injury.
- To attend medical appointments.
- To attend to the illness or injury of their spouse, children or parents. Where such cases occur and for example, both parents of a particular child are employees of MITT, both employees may not access the provision concurrently unless the illness is considered critical.

MITT has the right to reasonable reporting and explanation for any employee absence. Where possible the employee will advise their manager in advance of the absence. This may not always be possible.

MITT may require medical evidence if there is a pattern of absences, for repeated absences or appointments or as when reasonably requested by the immediate manager working with People Services. In such cases the manager will seek advice from People Services prior to the request. If a satisfactory note is not provided sick benefit payments will not be used.

The medical certificate will verify the impact of the illness or disability and the employee's inability to carry out normal duties.

MITT will make every effort to accommodate employees in performing their normal duties or in finding alternate work if they are unable to perform their own duties due to illness or disability.

2. Scope:

This policy applies to all non-unionized MITT staff.

Staff represented by the Manitoba Teachers' Society are governed by the terms as established in their collective bargaining agreement.

3. Procedure:

3.1 Reporting Illness:

Employees must notify their immediate manager and Payroll via email within a reasonable timeframe prior to the start of their work day. This ensures appropriate planning and coverage for the absence.



3.2 Reporting Planned Medical Absences:

Some medical absences will be planned in advance i.e. surgery. Employees are asked to report this by completing a Leave Request form and forwarding to their manager and Payroll. Changes can be reported by revising the original form and/or by email. If a medical absence is expected to be in excess of five (5) working days, please also notify People Services, and refer to the Disability Management Policy.

3.3 Medical Appointments:

Staff are able to use their sick leave to attend medical appointments. Appointments should be scheduled at either the beginning or end of the work day when possible. Sick Leave may only be taken for the duration of the medical appointment and reasonable preparation/travel time.

Employees are asked to work with their managers, where possible, in the preferred scheduling of appointments. In some cases, it may be possible, for a manager and employee, to arrange for an alternate or flexible work schedule as an alternative to using sick time.

Employees must submit a Leave Request Form to advise their manager/supervisor that they are taking time off of work to attend a medical appointment, if possible. If the appointment is booked on an urgent or unexpected basis or to take advantage of an emergent opportunity, an email can be used. The employee will copy Payroll when submitting the Leave Request form to their manager/supervisor or, if the appointment is unexpected, on the email to their manager/supervisor.

3.4 Reporting use of WCB, MPI or other programs:

If an employee is eligible for WCB or MPI please advise People Services immediately to avoid use of sick leave credits when they are not needed or appropriate.

3.5 Medical Documentation:

All staff and managers are reminded of the importance of protecting personal and health information. For this reason, People Services will take the lead where additional medical information /documentation is required and will share information only as reasonably needed to support the employee, attend to operational requirements and accommodate requirements.

Where requested by a manager working with People Services, employees must submit the medical certificate directly to either the Director or Senior Consultant of People Services. The medical certificate must include a return to work date. Should the medical leave require an extension, the employee will be required to provide an updated medical certificate prior to the expiry of the initial medical certificate. Any medical restriction and/or functional limitations upon the return to work that needs to be accommodated has to be documented in the note (if this can be determined at this point in time).



The medical documentation will normally be provided and signed by a licensed medical physician. However, in some cases MITT may accept medical documentation from a healthcare provider other than a physician depending on the nature of the illness or injury.

In instances of an extended sick leave, employees will be required to submit the medical certificate prior to the leave or as soon as reasonably possible once the leave has commenced.

In some cases, the medical information provided may be insufficient. If it is determined that additional information is required, People Services will assume the lead on managing the medical leave. If MITT needs to contact the medical healthcare provider directly for additional information or if it is reasonably determined that additional independent advice is needed the employee will work with People Services to make appropriate arrangements.

3.6 Return to Work:

After an extended leave of absence, People Services may require the employee to provide a medical certificate that indicates they are able to return to work that details any work restrictions, including the need to accommodate a gradual return to work plan. The immediate manager along with the Director of People Services and Organizational Development will determine if the work restrictions can be accommodated. If accommodation is not possible MITT will provide an explanation to the employee and the employee will remain on sick leave.

MITT is responsible for treating all medical information confidentially and will adhere to privacy legislation.

4. Administration:

The Director, People Services and Organizational Development and the immediate manager of the employee are responsible for enforcement of this policy.

5. Review:

This policy will be reviewed by Executive Council every five years.



6. Reference:

The Human Rights Code

Personal Health Information Act

Disability Management Policy

Privacy and Access to Information Policy

Collective Agreement between MITT and the Manitoba Teachers'
Society

MITT Employee Handbook

7. Definitions:

Sick leave is defined as the period of time an employee is absent from work with full pay as a result of illness or an injury.