

WHAT IS IT?

Five (5) days of mandatory **paid** sick leave for all workers in BC.

WHO IS ELIGIBLE?

All employees who have worked at ECU for at least 90 days will be eligible for up to **five (5) days** of paid leave and **three (3) days** of unpaid leave per calendar year for any illness or personal injury.

At present, regular faculty, permanent support staff and continuing/fixed-term administrators have sick leave benefits that either meet or exceed the statutory minimum.

The following ECU roles **do not meet the minimum** under current terms and conditions of employment, and are therefore eligible:

- Student Employees (Student Monitors, RA's, TA's)
- Models
- Temporary Support Staff and Administrators
- Casual Support Staff and Administrators
- Continuing Studies Instructors
- Non-Regular Faculty

WHAT IS THE PROCESS?

For Employees:

1. When you're sick, you should contact your supervisor right away to let them know that you're too ill to be at work that day. If possible, let your supervisor know when you plan to next be at work and keep them updated if this should change.
2. If eligible (ie. You have worked at ECU for 90 days or more) you will receive an average day's pay for your sick leave, calculated using the formula: amount paid ÷ days worked.
3. Your sick days will be tracked by HR using an absence reporting system.

For Supervisors:

1. Notify Payroll of any sick leave your employee's claimed by indicating the absence on their timesheet(s).



FAST FACTS - LEGISLATIVE SICK LEAVE IN BC

2. Payroll will work with HR to determine the employee's eligibility for paid sick leave, will calculate the employee's sick leave pay, and track the employee's absence using a leave report.

DOES SICK LEAVE GET CARRIED OVER?

Unused paid and unpaid leave **cannot** be carried over at the end of the calendar year, and an employee's entitlements are not pro-rated for a partial year of employment.

For example, if an eligible employee starts work on August 1st, after they have been employed for 90 days, they are entitled to take up to five days of paid leave and three days of unpaid leave during November and December of that year (i.e. after the 90 days has passed). Then, their entitlement resets on January 1st.

WHAT IF I HAVE MORE THAN ONE ROLE AT ECU?

If you are working in multiple roles at ECU (ie. You are a Student Monitor in Photo, and an RA) you will be entitled to five (5) days paid sick leave TOTAL, across all positions – you will not get 5 days per position.

If you were scheduled to work in both positions the day you were ill, you will receive an average day's pay for your sick leave, calculated using the formula: amount paid ÷ days worked.

QUESTIONS?

For any further questions or clarification, please reach out to Human Resources attn: Taryn at hr@ecuad.ca.