

BACKGROUND

Effective January 1, 2022, the BC government has implemented five (5) days of mandatory paid sick leave for **all workers** in BC.

SCOPE

The leave applies to **all employees** who are covered by the Act.

ELIGIBILITY

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

Any unused portions of an employee's annual sick entitlement cannot be carried over at the end of the calendar year. 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.

* For Continuing Studies Instructors, eligibility is determined by no breaks between contracts.

APPLICABILITY

Employees will receive an average day's pay for paid sick leave, which is determined by the formula:

$$\text{amount paid} \div \text{days worked}$$

where

- the “amount paid” is the amount of wages earned for work performed within the 30 calendar day period preceding the leave, including vacation pay paid out or payable for vacation within that period, less any amounts paid or payable for overtime, and
- “days worked” is the number of days the employee worked or earned wages within that 30 calendar day period.

This leave is employee-initiated and employees decide whether they are requesting paid or unpaid leave. To ensure effective communication, employees are encouraged to specify whether they prefer to take unpaid or paid leave with their supervisor.

If an employee holds multiple roles at ECU (ie. a Student Monitor, and an RA) they are entitled to five (5) days paid sick leave **total**, across all positions – they are not eligible for 5 days per position.

PROCESS

1. When an employee requires a leave due to illness or injury, they will notify their supervisor.
2. The supervisor will report the days/hours of their employee's leave to Payroll when submitting timesheets.
3. Payroll will work with Human Resources to determine employee's eligibility, calculate the employee's sick leave pay, and track the absence using a leave report.

QUESTIONS?

Please reach out to Taryn in Human Resources (hr@ecuad.ca) for any questions regarding the new Legislative Sick Leave.