

Policy History
<b>Policy No.</b> HR9
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> November 2008

## Illness Leave Policy

### Purpose

To describe employee and employer responsibilities when an employee accesses sick leave.

### Scope

All Kwantlen Polytechnic University employees.

### Principles

1. Recognizing that the University's prime objective is to provide educational services to students, it is the responsibility of every employee to attend work as scheduled.
2. Employee access to sick leave and disability benefits is governed by the terms of the Collective Agreements and the Salaries, Benefits and Working Conditions Document for Excluded Personnel. Working within the framework of these documents and with the best interest of the ill or injured employee in mind, the University has established a process to co-ordinate the sick leave and disability leave provisions.
3. It is the responsibility of the employee to notify his/her supervisor when unable to attend work as a result of personal illness and to maintain contact with his/her supervisor as to an expected return to work date.
4. In the event the employee is unable to contact the supervisor, contact may be made by the employee's spouse, a relative, or a friend.
5. It is the responsibility of the supervisor to ensure that Human Resource Services is notified when an employee's sick leave is likely to exceed 5 working days, and to maintain regular contact with the employee in order to facilitate a return to work as soon as is medically possible.