

Providence Health Care Employee Guide to Sick Time

Sick Call Process

1. Follow your unit’s call-in procedure (call EARL at 604-566-8266 or 1-855-234-8266)
 - a. Call well in advance of your shift (Day shift by 6:00am, Evening shift by 10:00am, Night shift by 3:00pm)
2. Obtain *Proof of Illness* from a medical professional. Occupational Health is legally entitled to request *Proof of Illness* to ensure employees are supported with wellness resources and are fit to return to work.

Length of Absence	Proof of Illness
Short Term (1-2 shifts)	*Optional
Medium Term (3-4 shifts)	Recommended
Long Term (5 shifts or more)	Required

Proof of Illness Components	Example
1. Nature of Illness/Injury	Shoulder Sprain
2. Prognosis (Time to Return)	Off work Mar 17 – Apr 8, 2013
3. Current Treatment Plan	Physiotherapy
4. Medical Limitations (What are you unable to do at work?)	Lifting above shoulder height restricted

3. Submit *Proof of Illness* to Occ. Health (all medical is available only to the Occ Health dept).
 - a. Via email to medinfo@providencehealth.bc.ca or via fax to **604-806-8061**
 - b. Keep a copy for your records
4. Your Leader may call you during your leave and/or follow up with you when you return to work. You are not required to disclose details of your medical condition to your Leader, but upon your return, you may be asked to obtain medical documentation to demonstrate your fitness.

Proof of Illness may be required for <u>any</u> absence in these special cases:
Employees in Stage 2 & 3 of the AWP Program
Sick time taken immediately before or after vacation
Sick time taken on denied vacation days or denied shift swaps
Sick time before or after a Labor Relations or performance related meeting
A recurring pattern (eg. Sick on Fridays)

Note: Unionized employees who miss 5 consecutive shifts due to non-work related illness/injury or 1 shift due to work related illness/injury are required to submit Proof of Illness under the Enhanced Disability Management Program (EDMP).

Enhanced Disability Management Plan (EDMP)

EDMP provides customized support and services to address medical, personal, workplace and vocational issues that keep unionized employees from fully engaging in the workplace. The program is obligatory and has been agreed to by all union groups at PHC. For more information on the program, visit <http://www.heabc.bc.ca/Page4257.aspx> or speak to your union steward.

Why is Providing *Proof of Illness* Important?

- The AWP program will be able to remove sick time from your sick rate calculation
- Occupational Health will be able to support you with relevant services
- You will not be asked to return to your doctor to pay for a second, more informative medical note
- No sick pay will be withheld

Withheld Sick Pay

Sick pay may be withheld by your Leader if you do not provide adequate *Proof of Illness* to Occupational Health. Providing *Proof of Illness* is your responsibility as a PHC employee as defined by the collective agreements. Withheld sick pay will be paid out after *Proof of Illness* is received.

If I am sick, how can I be expected to obtain *Proof of Illness*?

If you feel you are too ill to visit a Doctor, a phone call to your Occupational Health Advisor communicating the nature and expected duration of your absence as well as your intent to provide documentation in the future is sufficient until you are able to visit a medical professional. Please speak with your Leader if you are unsure who to contact in the Occupational Health department.

Who pays for *Proof of Illness*?

You are responsible for the cost of obtaining medical documentation to support your absences. These costs are tax deductible in many cases, so be sure to save your documentation for tax season.

Your Sick Bank

At PHC, your sick bank acts as your short term disability plan. If you are injured or become ill, your sick bank may be your only source of income until you qualify for Long Term Disability, which can take up to 5 months. To support a full time employee over that time period, he/she would need a sick bank of over 750 hours. As a result, it is critical you employ wellness strategies to maintain a healthy sick bank.

Appropriate use of Sick Time	Inappropriate use of Sick Time
<p>You are sick and unable to attend work</p>	<ul style="list-style-type: none"> • An alternative to vacation time • Time off to care for children and other loved ones (this may qualify for “special leave”)