

Providence Health Care - Employee Guide to Sick Time

Sick Call Process

1. Follow your unit’s call-in procedure by calling 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. 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.
3. You must connect with the Occupational Health Department and communicate Proof of Illness components for the following:
 - **All Single Significant Illness or Injury (SSI) and Chronic Medical Condition (CMC):**
 - **SSIs** are defined as a car accident, workplace injury, surgery, hospitalization, or serious illness/injury.
 - **CMC** is defined as an ongoing medical condition that may limit an employee's ability to attend work regularly.
 - **Absences of 5 or more days:** Employees must be in communication with Occupational Health for absences of 5 or more days. Employees may be enrolled in the Enhanced Disability Management Program (EDMP) which is designed to support employees that are absent from work or struggling at work because of an occupational or non-occupational illness or injury.

DOCTOR'S NOTES ARE NOT REQUIRED, UNLESS SPECIFICALLY REQUESTED.

4. Under certain circumstances your leader may request *Proof of Illness* for an absence. Sick pay may be withheld by your Leader if you do not provide adequate *Proof of Illness* to Occupational Health when requested. Withheld sick pay will be paid out after *Proof of Illness* is received.

***Proof of Illness* may be required for an absence in these special cases:**

- Employees in Stage 2 and above 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 consistently on Fridays)

Proof of Illness Components	Example
1. Nature of Illness/Injury (Not diagnosis)	Shoulder Sprain
2. Treatment	Physiotherapy
3. Return to Work date	September 15, 2015
4. Medical Limitations (What can't you do at work)	No lifting arms overhead

Frequently Asked Questions (FAQs)

When do I communicate my absence to the Occupational Health Department?

Employees must connect with the Occupational Health Department and communicate POI components for the following:

- All Single Significant Illnesses or Injuries (SSIs) and/or a Chronic Medical Condition (CMC)
- Absences of 5 or more days

How do I communicate my absence to the Occupational Health Department?

- **24 hour confidential fax:** 604-806-8061
- **Email:** medinfo@providencehealth.bc.ca
- **By phone:** check with your leader for contact information or you can find this on the OH internal webpage

All communications will be assessed for follow up. A representative from the Occupational Health Department will contact you if further information is required.

Do I need to obtain a Proof of Illness?

No, you are not required to submit a Proof of Illness to the Occupational Health Department for an absence. A leader may request Proof of Illness, under unusual circumstances. If you are suffering from a chronic medical condition (CMC) or single significant illness/injury (SSI), the Occupational Health Department will assess your claim and provide you with an employer paid medical form to have filled by your Doctor.

What if I am in AWP?

Employees in the AWP program must connect with the Occupational Health Department and communicate POI components if they are absent for a Single Significant Illness or Injury (SSI) and Chronic Medical Condition (CMC) and any absences of 5 or more days. **If no communication with the Occupational Health Department is documented at the time of the absence, no adjustments will be made to the employee’s sick time percentage.**

Employees participating in stage 2 and above in the AWP program (ie. have at least had a stage 2 meeting) will have been made aware that sick pay for any single (1 day) absence may be withheld. This is dependent upon the terms set out by their leader in the AWP meetings and will not apply in every situation.

Why is my sick bank important?

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.

When should I use my sick time?

Appropriate use of Sick Time	Inappropriate use of Sick Time
<u>When YOU are sick</u> and unable to attend work	<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”)