

Pandemic Planning – Sick Time Entitlement Based on Employee Group

<b>Employee Group</b>	<b>Employee is Sick</b>	<b>Family Member is Sick</b>
Full-time Support Staff	<p><b>Article 8.1.3 – Short Term Disability</b></p> <p><b>8.1.3.1 Accumulation – Full Pay</b>                      During the term of this Agreement, the Colleges will continue the Short Term Disability Income Plan presently in effect, to provide the first ten (10) days at full pay in any one (1) plan year (which begins on September 1 of year), the details of which are published in the Group Benefit Program booklet, as amended from time to time by the Joint Insurance Committee (JIC).                      Employees in their first year of employment will be eligible for benefits under this Plan from their first day of service with the College and will have their ten (10) days entitlement pro-rated in proportion to the amount of the year that they work. In addition, unused days payable at one hundred per cent (100%) in any plan year can be carried forward to provide additional days at one hundred per cent (100%) in future years. Effective September 1, 2000, unused days can only be carried forward to a maximum accumulation of one hundred and thirty (130) days (which includes the initial plan year entitlement plus any “banked” unused days) and may only be used for the purpose of this Article. Upon retirement, layoff, or termination of employment, unused days standing in the name of the employee shall be cancelled and shall be of no effect.</p> <p><b>8.1.3.2 Duration of Coverage – Partial Pay</b>                      For the duration of coverage the Plan shall provide benefits of seventy-five per cent (75%) of regular earnings for total coverage under the Short Term Disability Income Plan of one hundred and thirty (130) days. An adjustment will be made in a future pay</p>	<p><b>Article 12.1 Personal Leave Without Pay</b>                      Leave of absence without pay may be granted by the College for legitimate personal reasons.</p> <p><b>Article 12.2 Personal Leave With Pay</b>                      Recognizing the over-riding responsibility to the students, leave of absence will be scheduled where possible to ensure a minimum disruption to the educational programs and services of the College. Reasonable notice shall be given to the Supervisor concerned.                      Leave of absence for personal reasons, religious leave and special leave in extenuating personal circumstances may be granted at the discretion of the College without loss of pay and such requests shall not be unreasonably denied.</p> <p>Outside Collective Agreement:</p> <p><b>ESA – Family Medical Leave Entitlement to leave</b>                      (2) An employee is entitled to a leave of absence without pay of up to eight weeks to provide care or support to an individual described in subsection (3) if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed. 2004, c. 15, s. 3.</p> <p><b>Application of subs. (2)</b>                      (3) Subsection (2) applies in respect of the following individuals:</p> <ol style="list-style-type: none"> <li>1. The employee’s spouse.</li> </ol>

	<p>period, when the College's reporting procedures may result in an employee receiving full pay for a portion of the period that the employee was entitled to receive seventy-five per cent (75%) of regular earnings.</p>	<ol style="list-style-type: none"> <li>2. A parent, step-parent or foster parent of the employee.</li> <li>3. A child, step-child or foster child of the employee or the employee's spouse.</li> <li>4. Any individual prescribed as a family member for the purpose of this section. 2004, c. 15, s. 3.</li> </ol>
Full-time Faculty	<p><b>Article 17.01F1 – Benefits</b>  During absences due to illness or injury, participating employees who would otherwise be scheduled to work shall receive 100% of regular pay for up to and including 20 working days in any one benefit year, plus any unused credits carried forward from previous years. Days not utilized in any year shall be considered to be credits (on the basis that one credit represents 100% of regular pay for one working day) and shall be carried forward to the next benefit year. Debits shall be made from the total assigned benefits on a day-for-day basis.</p> <p><b>Article 17.01F2</b>  During absences due to illness or injury in excess of the accumulated days referred to in 17.01F1, participating employees shall be paid 75% of regular pay for up to the difference between the number of accumulated days referred to in 17.01F1 and the date the employee would normally qualify for LTD.</p>	<p><b>Article 21.07A</b>  In each year, the College shall grant to each employee up to five days of leave to care for members of the employee's immediate family when they are ill.</p> <p><b>Article 21.07B</b>  For the purpose of 21.01A, an employee's immediate family shall mean the employee's spouse (or common-law spouse resident with the employee), dependent children (including children of legal or common-law spouse), and parents (including step-parents or foster parents).</p> <p><b>Article 21.07C</b>  Except as provided in 21.07D, leave pursuant to 21.07 shall be without pay.</p> <p><b>Article 21.07D</b>  The employee may apply for benefits under the Short Term Disability Plan as described in Article 17 (or, in the case of St. Lawrence College or La Cite, the St. Lawrence Plan, if applicable) shall apply to the period of leave as if such period was an illness of the employee.</p>
Administrative Staff	<p><b>Terms and Conditions of Employment for Administrative Staff</b></p> <p><b>Section 3.13 Short Term Disability Plan</b>  5) a) During absences due to illness or injury, employees covered by this plan who would otherwise be scheduled to work shall receive 100% of regular pay for up to and including</p>	<p><b>Terms and Conditions of Employment for Administrative Staff</b></p> <p><b>Section 6 Leaves:</b></p> <p><b>6.1 Personal Leave Without Pay</b>  Leave of absence without pay may be granted by the College for legitimate personal reasons</p>

	<p>one hundred and thirty (130) working days in any one benefit year. Except as described in c) below, any benefit not used at the end of any plan year shall not be carried forward to any subsequent year plan.</p> <p>b) At the commencement of each plan year, every employee covered by this plan who is actively at work shall have the benefit entitlement described in (a) reinstated.</p>	<p>subject to the following conditions:</p> <ul style="list-style-type: none"><li>• The leave would not normally exceed twelve (12) months unless extended by the president or designate;</li><li>• If the leave is sufficiently lengthy to hinder an evaluation for purposes of merit increases or promotion, such increases or promotion may be withheld or deferred upon the employee's return, as warranted by the particular circumstances.</li></ul> <p><b>6.3 Personal Leave With Pay</b> Leave of absence for personal reasons and special leave in extenuating personal circumstances may be granted at the discretion of the College, for reasons acceptable to the College.</p> <p>Outside of Terms and Conditions of Employment for Administrative Staff:</p> <p><b>ESA – Family Medical Leave Entitlement to leave</b> (2) An employee is entitled to a leave of absence without pay of up to eight weeks to provide care or support to an individual described in subsection (3) if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed. 2004, c. 15, s. 3.</p> <p><b>Application of subs. (2)</b> (3) Subsection (2) applies in respect of the following individuals:</p> <ol style="list-style-type: none"><li>1. The employee's spouse.</li><li>2. A parent, step-parent or foster parent of the employee.</li><li>3. A child, step-child or foster child of the</li></ol>
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		employee or the employee's spouse. 4. Any individual prescribed as a family member for the purpose of this section. 2004, c. 15, s. 3.										
Part-time Support Staff	N/A	N/A										
Partial Load Faculty	<p><b>Article 26.08 Short-term Disability</b></p> <p><b>Article 26.08A</b> Partial-load employees will be covered by the Short-Term Disability Plan described in Article 17 of this Agreement with the 20 working days of coverage for 100\$ regular pay to be pro-rated in accordance with the table found in 26.08B. Details regarding participation, eligibility, waiting period and benefit level are as follows:</p> <table border="1"> <tr> <td></td> <td>Sick Leave Plan</td> </tr> <tr> <td>Participation</td> <td>All partial-load employees under contract</td> </tr> <tr> <td>Eligibility</td> <td>All partial-load employees under contract</td> </tr> <tr> <td>Waiting Period</td> <td>Nil</td> </tr> <tr> <td>Benefit Level</td> <td>Same as full-time employees except that annual entitlement is pro-rated based on length of contract and number of Teaching Contact Hours in accordance with 26.08B.</td> </tr> </table> <p><b>Article 26.08B Partial-load Sick Leave Pro-rating Table (in Hours)</b></p> <p>*Please see attached chart and note that sick leave hours are paid as a total for the length of the contract.</p>		Sick Leave Plan	Participation	All partial-load employees under contract	Eligibility	All partial-load employees under contract	Waiting Period	Nil	Benefit Level	Same as full-time employees except that annual entitlement is pro-rated based on length of contract and number of Teaching Contact Hours in accordance with 26.08B.	<p><b>Article 21.07A</b> In each year, the College shall grant to each employee up to five days of leave to care for members of the employee's immediate family when they are ill.</p> <p><b>Article 21.07B</b> For the purpose of 21.01A, an employee's immediate family shall mean the employee's spouse (or common-law spouse resident with the employee), dependent children (including children of legal or common-law spouse), and parents (including step-parents or foster parents).</p> <p><b>Article 21.07C</b> Except as provided in 21.07D, leave pursuant to 21.07 shall be without pay.</p> <p><b>Article 21.07D</b> The employee may apply for benefits under the Short Term Disability Plan as described in Article 17 (or, in the case of St. Lawrence College or La Cite, the St. Lawrence Plan, if applicable) shall apply to the period of leave as if such period was an illness of the employee.</p>
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Eligibility	All partial-load employees under contract											
Waiting Period	Nil											
Benefit Level	Same as full-time employees except that annual entitlement is pro-rated based on length of contract and number of Teaching Contact Hours in accordance with 26.08B.											
Part-time Faculty	N/A	N/A										
Temporary Administrative Staff	N/A	N/A										

**Article 26.08B Partial-load Sick Leave Pro-rating Table (in Hours)**

Number of Whole or Partial Calendar Months of Contract	Number of Weekly Contact Hours					
	7	8	9	10	11	12
	Number of Hours of Paid Sick Leave					
1	3	3	4	4	4	5
2	6	6	7	9	9	10
3	8	10	11	13	13	14
4	11	13	14	18	18	19
5	14	16	18	22	22	24
6	17	19	22	26	26	29
7	20	22	25	31	31	34
8	22	26	29	35	35	38
9	25	29	32	40	40	43
10	28	32	36	44	44	48