

Manual of Administration

TOPIC: Human Resources	SUBJECT: Sick Leave	Code: HR181
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PURPOSE: To clarify the procedure all staff must utilize when they are unable to report to work due to illness.

PROCESS:

1. Employees who are unable to report to work due to illness are required to report their absence **at least one hour in advance of the commencement of their shift as per article 30.05 of the Collective Agreement.**
2. During normal Office Hours (Monday through Friday 8:00 a.m. to 4:30 p.m.) staff must call and speak **directly** to their Manager or the Manager on Duty. After Office Hours, staff must call the On-call Supervisor directly.
3. **You may not leave a message on a voice mail box.**
 - 3.1 If you reach a voice mail box press "0" and your call will return to an operator. The operator will direct your call to someone in Management to take the call.
 - 3.2 Employees who utilize voice mail to report their illness will be disciplined.