Sick Leave Policy

Policy Statement

Our Sick Leave Policy supports the core values surrounding integrity and teamwork and serves as a guide to all managers and employees as to their responsibilities. It is an integral part in the promotion of a healthy workplace.

Scope

This policy provides parameters for the administration of absences due to illness. It replaces all other policies, documents or guidelines related to employee absences due to sick leave.

Applicability

This policy applies to all employees of the limited partnership companies under SCM Insurance Services Inc. (except where noted.)

Sick Leave Policy

Sick leave days will be administered at the Manager’s discretion and will be considered unpaid except where approved with pay by the Manager. The main guideline for approving paid sick leave will include consideration of the Employee’s overall attendance pattern with each circumstance being given unique consideration.

The Manager and Human Resources will work together with the Employee in cases where the Employee’s absences appear to be excessive. In addition, absences related to other reasons may also be considered during this process in order to better understand the Employee’s entire attendance pattern and any remedial action required. The Employee is required to actively participate in this process.

There are some employees who are not eligible for paid sick leave except, possibly, for the five day waiting period for short term disability. These are hourly paid employees, investigators and inspectors paid by billable hours and/or fee schedules and production employees paid commission and/or draw.

Sick Leave Administration

Ad Hoc Absences

It is expected that absences will be kept to a minimum and supported with appropriate medical (Fitness for Work) documentation where required or requested. Frequency and duration of absences will be monitored by the Employee’s Manager and, where applicable, with Human Resources.
All Employees are required to appropriately notify their Manager of their situation, within the local operating protocol for absences. The Employee and Manager are responsible to ensure that all absentee information, including if it is paid or unpaid, is entered into the appropriate Corporate Tracking System.

It is at the Manager’s discretion as to whether the absence(s) are paid or unpaid. The Employee is required to provide a doctor’s note, with relevant Fitness for Work Information for various situations including, but not limited to:

a) any absence of three days or more
b) for the purposes of initiating an application for Short Term Disability
c) at any time for any length of absence at the discretion of the Manager and/or Human Resources

The Employer may, at any time, utilize the services of its occupational specialist where appropriate.

Short Term Disability Elimination Period

For absences greater than five business days, the Employer’s benefit plan provides for Short Term Disability coverage for eligible employees.

The elimination period will be administered commencing with the first day of a continuous absence from work as follows:

Hospitalization: no waiting period
Illness or Injury: five (5) business days

Upon submission of the required documentation and approval by the insurance carrier for Short Term Disability benefits, the waiting period will be paid by the Employer, for a maximum of one occurrence per calendar year.

The elimination period may be unpaid at the discretion of the Manager in conjunction with Human Resources in certain situations. Some examples of these situations are:

a) the employee has a record of excessive absenteeism for all types of leaves
b) previous elimination period paid and the claim was approved (within same calendar year)