



The Limestone District School Board promotes and fosters an environment wherein employees have a strong motivation to attend work and to have minimal absences. However, when an employee is unable to attend their work due to personal illness or injury, Limestone District School Board provides sick leave as a benefit to protect against income loss. Sick leave benefits are specified in the respective collective agreements and terms and conditions of employment that the Board has with each employee group.

Where absences are required due to personal illness or injury, employees are expected to advise their immediate supervisor in a timely fashion and where possible within two hours of their regular start time in order that arrangements may be made for replacement staff, as applicable. Additional reporting requirements for employees may be outlined in the various agreements or may be specified by the site/department manager.

The Director or designate(s) may require staff members to submit satisfactory medical documentation to support their use of sick leave and the continuance of pay.

To support staff members in their efforts to return to work after a period of absence, Limestone District School Board has a Return to Work & Accommodation Program as well as an Attendance Support Program aimed at supporting employees whose records reflect a higher-than-average level of absenteeism.

1. Requirements to Report and Record Sick Leave

- 1.1. Employees are required to report all absences due to personal illness or injury, providing specific information on their anticipated return to work as specified in their respective agreement or by their site/department manager.
- 1.2. Employees are required to co-operate with all requests to provide medical documentation to support their use of sick leave.



- 1.3. All absences are recorded in the Human Resources Information System as well as the Absence Management System.

2. Sick Leave in Excess of Credits

- 2.1. When an employee suffers an illness or injury requiring an absence in excess of their accumulated sick leave credits, they will be placed on sick leave without pay.
- 2.2. An employee who is removed from the payroll as per 2.1.0 above, will be entitled to benefits according to the terms of their respective collective agreement.
- 2.3. Employees who have exhausted their sick leave will be eligible to apply for other benefits such as Employment Insurance Sick Benefits, Canada Pension Plan Disability, or any long-term disability plans to which they are entitled under their employee group.

Legal References:

Education Act S. 180 Sick Leave Credits; S. 264 (1) (i) Duties of Teacher: Notify of Absence