

# Sick-Leave Days (Regular Sector)<sup>1</sup>

[Last update: Aug. 2005]

## How many sick days do you get?

Every year, on September 1, full-time teachers get 7 sick-leave days usable during the current academic year. If you are a part-time teacher, the number of sick-leave days is pro-rated to your load. Days unused are not carried over, and are not reimbursable.

On your very first contract with Dawson, you get an extra 6 sick-leave days, usable any time during your career at Dawson. Unlike the yearly 7 sick-leave days allocation, the unused days from this “special” 6 days bank are carried over from year to year. These 6 sick-leave days are granted only once, that is on your first contract.

## What you should do when you are sick

You must **notify the College** (Sector Dean’s Office or Department Chair) as soon as possible, and identify exactly what classes have to be cancelled. All Deans have answering machines so you can call anytime, as early as possible is best. Your absence will be posted on the Cancelled Classes board and on the monitors.

On returning to work, you need to fill out a **Certificate of Absence** as promptly as possible. The forms are available from Human Resources (4B.7) as well as from your Sector Dean.

If your illness extends beyond 5 working days, you will be required to submit a **doctor’s certificate**.

## Will you get paid?

**SICK DAYS:** The number of days missed will be deducted from the 7 sick-leave days allotted to each full-time teacher for the current academic year, or from the 6 days bank, if you have already used your annual 7 sick-leave days.

The first 5 days of consecutive absence are paid at 100% of your salary, provided you have enough sick-leave days available to you. If you don’t, only the days for which you have sick-leave days available are paid at 100%, the remaining days are simply not paid.

**SHORT-TERM DISABILITY:** However, after 5 working days of illness, you are placed on disability insurance, and subsequent sick days are paid at 85% of your normal salary (these days do not affect your bank of sick-leave days). You may receive this coverage for 1 full year from the beginning of your illness or until the end of your contracts<sup>2</sup>, whichever comes first. Non-perms may, or may not, qualify for the full year of coverage; conditions apply. The time spent at 85% is fully pensionable (based on the revenue you would have earned had you not been sick), but pension contributions are not deducted. Earnings are fully taxable. For more information, contact a DTU representative.

<sup>1</sup> Continuing Education teachers have no sick days. If they are sick, they do not get paid.

<sup>2</sup> The pay is based on the contract’s CI value. If there is no workload for you, then there is no sick pay.

Example: You have 3 days left in your bank of sick-leave days. You get sick for 9 *consecutive* working days. The first 3 days are paid at 100%, the following 2 days are not paid, and the remaining 4 days are paid at 85%.

On your second year of illness you receive 66.66% of your normal salary. Non-perms may, or may not, qualify for this coverage; conditions apply. The time spent at 66.66% is fully pensionable (based on the revenue you would have earned had you not been sick). Pension contributions are not deducted. Earnings are fully taxable. For more information, contact a DTU representative.

**LONG-TERM DISABILITY:** After 2 years of illness, those covered by long-term disability insurance will receive insurance income (80% of the teachers' **net** salary—NOTE: this revenue is generally not subject to income tax; conditions apply). Note that long-term disability insurance is optional for non-perms (and mandatory for permanent teachers), and that it ends at age 65. The time spent receiving long-term insurance benefits is fully pensionable for the **first three years only** (based on the revenue you would have earned had you not been sick), and pension contributions are not deducted.

### **What is the effect of a sick leave on your pension plan?**

For the first three years, a sick leave has no negative effect on your pension plan. The pensionable salary and pensionable years credited to you are the same as they would have been had you not been sick (as if you had continued working normally).

After the third year of a sick leave, you are no longer accumulating pensionable years, and you cannot include these years in your five-best-year average (i.e., you cannot include the salary you would have earned had you not been sick).

### **What if you replace a sick teacher?**

Normally, substitute teachers are not paid by the College for the **first day** of any illness. Therefore, if your Chair or a colleague asks you to fill in for the first day of an illness, this is strictly voluntary.

It is the Chair's responsibility to appoint a substitute in the case where a teacher will be away for two or more consecutive classes. However, when schedule permits, the hiring priority must be observed in the assignment of the substitution (non-permanent teachers without a full-course load have priority). Substitution is paid at an hourly rate.

When a teacher must be replaced for more than 15 working days, the replacement must be assigned through a posting and must respect the hiring priorities in the discipline. Therefore, the substitute teacher will be paid on a CI basis, not hourly.