

Policy History
<b>Policy No.</b> HR9
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Human Resources
<b>Effective Date:</b> December 15, 2022

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## Illness Leave Policy

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### Purpose

To describe employee and employer responsibilities when an employee accesses sick leave.

### Scope

All Kwantlen Polytechnic University employees.

### Principles

1. Recognizing that the University's prime objective is to provide educational services to students, it is the responsibility of every employee to work as scheduled.
2. Employee access to sick leave and disability benefits is governed by the terms of the Collective Agreements and the Terms and Conditions of Employment for Administrative Employees. Working within the framework of these documents and with the best interest of the ill or injured employee in mind, the University has established a process to co-ordinate the sick leave and disability leave provisions.
3. It is the responsibility of the employee to notify their supervisor when unable to work as a result of personal illness and to maintain contact with their supervisor as to an expected return to work date.
4. In the event the employee is unable to contact the supervisor, contact may be made by the employee's partner, a relative, or a friend.
5. It is the responsibility of the supervisor to ensure that Human Resources is notified when an employee's sick leave is likely to exceed 5 working days, and to maintain regular contact with the employee in order to facilitate a return to work as soon as is medically possible.