
Subject: Sick Leave & Emergency Care Days – Frontline Non-union Hourly Employees

Ownership: Total Rewards

Updated: March 2024

Policy Number: 609-3C

PURPOSE

Sodexo provides paid sick leave of short duration to employees while they are recuperating from non-work-related illness or injury. This policy also provides paid leave if an employee is absent from work due to the illness or injury of a family member, as per our Emergency Care Day policy.

SCOPE

This policy applies to all full-time (defined as working at least 30 hours per week), hourly paid, non-unionized employees.

Part-time employees (less than 30 hours per week) and temporary employees are not eligible for sick leave benefits.

RESPONSIBILITY

Managers are responsible for monitoring and tracking their employees' absences and sick leave entitlements. In the event that an employee exhausts their paid sick leave and is still unable to work due to injury or illness, the manager shall insure that the employee receives a Record of Employment (ROE).

PROCEDURES

Employees who are sick or taking an Emergency Care Day must phone their Supervisor at least one (1) hour prior to their scheduled starting time. Failure to do so could mean that they are not paid for the absence.

After two (2) consecutive days of absence, employees are required to provide medical documentation to support the period of absence.

The medical documentation must contain the following information:

1. The duration or expected duration of the absence;
2. The date(s) the employee was seen by a health care professional; and
3. Whether the patient was examined in person by the health care professional issuing the certificate.

Employees are not eligible for paid sick leave if they are unable to provide a medical documentation meeting these criteria. Sodexo reserves the right to ask for a second opinion from a doctor of the company's choice. The cost for obtaining the second opinion would be paid by Sodexo.

Excessive absence without substantial medical evidence is grounds for discipline up to and including dismissal.

This documentation should be given to the employee's manager and the manager in turn would put the employee off work on an "approved leave" for the period indicated. If the employee has no disability insurance coverage, the employee's Record of Employment (ROE) will be issued shortly after changing their status, which will allow the employee to apply for sick benefits through employment insurance (EI).

After all accrued sick leave days have been taken employees can apply directly to [Service Canada](#) to obtain Employment Insurance Sickness Benefits. Employees should contact their manager to request a Record of Employment (ROE) which should be provided to Service Canada within two weeks of benefit application.

Employees with short term disability and/or long term disability coverage (as part of their group insurance plan) should [contact Trisha Francis](#), Disability and Wellness Manager about filing a claim for disability benefits with Sodexo's disability insurance carrier.

All full-time employees will accumulate one (1) day per month to a maximum of thirty (30) days. The accrual of sick leave commences after three (3) months of continuous service. Hourly employees are not eligible for sick leave during the first three months of employment.

Accumulated sick pay is not paid-out upon termination, layoff or retirement.

The company policy of providing up to 30 sick leave days DOES NOT automatically entitle an employee to those days, regardless of his or her state of health.

When the employee is ready to return to work the employee must provide medical clearance that they are fit to return to their regular duties. Notice of the employee's return to work should be at least two (2) weeks in advance of the return to work date.

Modified duties and gradual return to work

Should the employee require work accommodations or graduated return to work; the employee must provide their manager with a completed Functional Abilities Form (FAF) detailing their specific limitations and recommendations from their attending physician/treating professional. The employee's manager will schedule a return to work meeting to discuss job modifications.

CONTINUATION OF EMPLOYEE BENEFITS

If an employee is on an approved paid sick leave their employee benefits continue and regular biweekly premium deductions continue to be taken from their sick pay.

If an employee has exhausted their paid sick leave and is still absent from work due to illness or injury, they are required to submit a personal cheque or money order equal to their employee share of the benefit premiums for each month of their absence. Benefits coverage for an employee who does not pay their portion of premiums will be discontinued.

If an employee is on an unpaid absence for three (3) months or more, their employment status and ongoing eligibility for benefits will be reviewed by Human Resources.

Physician's Fees

Employees are responsible for any fee charged by the physician to complete medical forms, the Functional Abilities Form (FAF) or to provide information to their manager.