Sick Leave Time Coding – Guidelines for Managers

Sick Time Coding Guidelines During: Approved Extended Sick Leave (Sick Leave)

Approved extended sick leave is a sick leave that has extended beyond 5 working days, Staff Wellness has been notified and medical documentation has been requested. **The employee is fully on sick leave and is not working.**

Holidays

All days designated as a paid holiday must be coded as a Sick (SIC – Sick Leave):

Holiday	Time Coding
Statutory Holiday	Code full day as SIC – Sick Leave
University Closure (ex. Holiday Closure December 27-31)*	Code all closure days as SIC – Sick Leave
Stampede ½ Day	Not eligible

* If full or gradual return to work has not occurred prior to the holiday closure

Vacation

Employees on sick leave are not eligible to code Vacation (VAC), unless approved by the manager prior to the sick leave.

If vacation was scheduled prior to the established sick leave and the employee is physically able to take the vacation, it may be coded as VAC for the pre-approved days.

Appointments and Special Leaves

Employees on sick leave are not eligible to code appointment time (APT).

Employees on sick leave are not eligible to code special leave time (Personal Leave Days (PLD), Family Illness (FAM), etc.).

Exceptions for bereavement may be permitted with manager approval.

Flexible Work Arrangement Program (MaPS)

Maps employees who work a flexible work arrangement schedule must code sick hours according to this work schedule.

- Example: code SIC – Sick Leave for 7.75 hours each work day, do not code SIC on scheduled flex day off.

Policy Reference Guides: AUPE Collective Agreement – Articles 28-31, MaPS Terms and Conditions

Sick Time Coding Guidelines During: Gradual Return to Work (GRTW)

A **Gradual Return to Work** occurs when an employee transitions back to the workplace following a sick leave. The employee is not yet working their full standard hours and is required to code partial sick hours in their timesheet.

Holidays

All days designated as a paid holiday will be coded according to the GRTW plan as Sick (SIC – Sick Leave):

Holiday	Time Coding
Statutory Holiday	Code hours **not** worked as SIC – Sick Leave, according to the GRTW schedule
University Closure (ex. Holiday Closure December 27-31)	Code all closure days accordingly to the GRTW schedule (ensure sick hours are coded as SIC – Sick Leave)
Stampede ½ Day	Not eligible

Vacation

Employees on a GRTW plan are eligible to code Vacation (VAC) and Personal Leave Days (PLD's) with manager approval. *Vacation (VAC) time cannot be used to extend sick banks.*

Code the full day as vacation (VAC); **Vacation and Sick must not be coded on the same day**.

Appointments and Special Leaves

Employees on a GRTW plan are not eligible to code appointment time (APT). Sick Leave (SIC) should be used for the missing hours.

Employees on sick leave may be permitted to code special leave time (Personal Leave Days (PLD), Family Illness (FAM), etc.) with manager approval.

- Special leave time is coded during the hours that are scheduled to be worked.
- Hours not worked will continue to be coded as Sick Leave (SIC).

Flexible Work Arrangement Program (MaPs)

Maps employees who work a flexible work arrangement schedule must code sick hours according to their GRTW schedule. Do not code sick hours on the scheduled flex day off.

Policy Reference Guides: AUPE Collective Agreement – Articles 28-31, MaPS Terms and Conditions