

Frequently Asked Questions – Sick Time

For detailed instructions and guidelines on how to code time in your timesheet while on sick leave:

- [Reference Guide for Full Sick \(not working\)](#)
- [Reference Guide for Gradual Return to Work \(partially working\)](#)

When do I need to code sick time?

All salaried AUPE and MAPS employees must report and enter exception time into their timesheet. Employees' sick time must be coded prior to timesheet lock each pay period. See the [Payroll](#) website for details.

What happens if I am sick and unable to enter my time?

Inform your manager as soon as possible and they will arrange for sick time to be entered on your behalf.

How do I view my available sick time?

Your sick leave balances are available on your timesheet. All your leave entitlements are listed under 'Balances'. Click on the link in the timesheet to view your balances.

The Sick balance indicates the number of sick hours that you will be compensated for at 100% of your normal pay.

The Sick 70% balance indicates the number of sick hours that you will be compensated for at 70% of your normal pay.

What happens to my sick bank if my sick leave continues into another calendar year?

Employees on Sick Leave for five (5) or more working days in December shall maintain the remaining Sick Leave allotment from the prior year, under the commencement of new calendar year.

Sick Leave for the new calendar year shall be credited to the Employee when the Employee returns to work on a regular schedule for one (1) month and has not been absent due to illness for five (5) or more working days in that month.

Will I still have access to my benefits and Flexible Spending Account (FSA) credits?

Yes, employees maintain access to all benefits and spending accounts while on sick leave.

What happens if I use all my sick time?

Long Term Disability (LTD) benefits are available for eligible employees. Your TELUS Health Case Manager will notify you at the appropriate time and provide you with the necessary forms to initiate your LTD application with our insurer, Manulife.

For further assistance with timesheet coding while on sick leave, contact UService at hr@ucalgary.ca or 403.210.9300.