

PAID MEDICAL LEAVE POLICY

1.0 Eligibility

To be eligible for Paid Medical Leave pursuant to Section 239 of Division XIII of *Part III of the Canada Labour Code* an employee must:

- be an active Union Member and White Card employees of I.L.A. Local 273
- be available for work
- be required to work on the day (s) for which the Paid Medical leave is requested.

2.0 Qualification for Leave

Eligible members are entitled to 10 paid Medical Leave days in every calendar year for the purpose of:

- Treating their illness or injury unless otherwise compensated**
- Medical appointment during working hours
- Organ or tissue donation from the employee
- Quarantine of the employee

***Employees will no longer be entitled to use personal leave under the Code to treat a personal illness or injury*

3.0 Requests and Requirements for Documentation

- All eligible employees requesting Medical Leave must do so **prior** to the commencement of the work period or shift they are claiming by notifying the PSJEA/Dispatch. The following information must be provided – Name, Work Number, Time of Notification & Reason.
- **A request form must be filled out and sent to the PSJEA office for processing.** All employees requesting Paid Medical Leave are **required** to fill out the attached **form by 11am on Monday.**
- Employees requesting Paid Medical leave greater than 5 days must provide a certificate issued by a health care professional. This certificate must be provided no later than 15 days after the employees return to work.



4.0 Leave with Pay

Employees with 30 days of continuous employment are entitled to up to 10 Medical Leave days within the calendar year. Each period of leave will not be less than eight (8) hours at the basic hourly wage rate. To be paid for the Medical Leave, the request form must be completed and submitted to the PSJEA. Paid Medical leave will not be applied retroactively.

5.0 Accumulation of Paid Medical Leave

- Union members and White Card employees are eligible for three (3) days of paid Medical Leave after 30 days of continuous employment. They shall accumulate one (1) day at the start of each month after completing one (1) additional full month of continuous employment to the maximum of 10 days in a calendar year either taken or accumulated.
- Employees already employed as of December 1st, 2022, shall commence their 30-day qualifying period December 1 and as of December 31 shall be entitled to 3 days of paid Medical Leave. Additional leave will begin to accumulate commencing February 1 at the rate of one day per month.
- Any unused Medical Leave will be carried over to the next year and will count both for entitlement and accrual purposes
- Once an employee takes 10 days paid Medical Leave in any calendar year all entitlement and accrual shall cease for that year.
- A year for the purposes of Medical Leave shall be the Calendar year January 1 to December 31.