

Short Term Sickness Plan (STSP)

Overview For full-time classified employees, if you are unable to attend work due to illness or injury, the Short Term Sickness Plan (STSP) will pay benefits for up to 130 days per calendar year, as follows:

- the first 6 days of absence are paid at 100% of regular salary
- the remaining 124 days are paid at 75% of regular salary

STSP Qualifying Period: In order to qualify for and access your STSP credits you must complete a qualifying period.

Full-time employees must complete a qualifying period of 20 consecutive working days of full-time employment.

Regular part-time (RPT) classified employees must complete all regularly scheduled hours of work within a period of four consecutive weeks.

Unclassified full-time or part-time service immediately prior to appointment to a classified position can be used to fulfil the qualifying requirement. Accumulated attendance credits earned while you were an unclassified employee are lost, unless they were earned prior to April 1, 1978.

STSP Top-Up After you have used your first six days of STSP at 100% of salary, you may use any of your earned but unused credits (e.g., attendance, vacation, overtime or statutory holiday credits) to top-up the remaining 124 days of STSP benefits from 75% to 100% of your salary.

If you have accumulated attendance credits earned prior to April 1, 1978, you may use these credits if you are totally disabled and qualify for LTIP benefits, on a day-by-day basis to defer the LTIP payment start-date, and continue to receive 100% of your salary until your accumulated credits are exhausted.

Absences that Break the STSP Qualifying Period Consecutive days are broken by any leave of absence with or without pay due to illness or injury. Days worked before and after such absence are not considered to be consecutive.

Absences that Extend – But Do Not Break the Qualifying Period Paid vacation leave and leave without pay for reasons other than illness are not included in the twenty consecutive days. Days worked before and after the absences are considered to be consecutive.

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Absences that are Included in the STSP Qualifying Period Statutory holidays and leaves with pay for other than education, vacation, illness or injuries are included in the twenty consecutive days.

Annual Credit Reinstatement Your 130 day STSP credit total is reinstated on January 1st of each calendar year **except** under the following conditions:

If your illness continues from one calendar year into the next:

- You will continue to use any credits remaining from the previous year.
- Subsequent absences that occur before you again complete the qualifying period will be charged to the previous year's credits if any are available.
- Upon return to work, you must serve the qualifying period in order to qualify for the current year's 130 STSP credits.

If you use up the full 130 STSP days in one calendar year:

- Your 130 STSP credits will not be reinstated in the next year until you have satisfied the qualifying period following a return to work. Any additional sick leave will be considered as unpaid leave until you return to work and re-qualify for new STSP credits.
- Full-time classified employees must complete 20 consecutive full time working days to requalify for STSP credits.
- RPT classified employees must complete all regularly scheduled hours of work in a four week consecutive period to requalify for STSP credits.

Providing a Medical Certificate/ Doctor's Note

After five (5) consecutive working days' absence due to sickness, you must provide your manager with a certificate from a legally qualified medical practitioner certifying your absence due to illness or injury and your inability to attend to your duties, in order to receive paid sick leave under the STSP. If your manager suspects abuse of sick leave, he or she can request a medical certificate for a period of absence less than five (5) days.