

Your Leaves at a Glance

Information Capsule on Sick-leaves, Leaves for Family Reasons and Personal Leaves of Absence

The life, health and salary insurance plans can be found in Article 7-14.00 of the collective agreement. This article does not apply to occasional or substitute employees with less than six (6) months of continuous service. During this period, these people are entitled to four percent (4 %) of gross salary earned for insurance purposes.

After six (6) months of continuous service, occasional and substitute employees begin to benefit from the rights mentioned below.

2-3.04

Salary Insurance Plan when on Disability

During any period of disability, the employee is entitled to the salary they would have received if they were at work, up to the lesser of the number of accumulated sick-leave days or five (5) working days. This is what we call the “waiting period”.

For the part-time employee, the waiting period is equal to the number of hours normally worked or paid for in their regular workweek.

7-14.25

If the period of disability extends beyond the five (5) working days, the collective agreement provides a salary insurance plan that, during a period of disability, stipulates the payment of benefits equal to:

- 85% of salary for the first 52 weeks from the beginning of the period of disability (after the waiting period of five (5) working days has expired¹)
- 66 2/3% of salary for the next 52 weeks.

If the disability extends beyond this point, when the 104-week salary insurance coverage expires, the employee will be covered by the SSQ (group insurance) long-term disability plan.

7-14.25

¹ For the part-time employee, the waiting period is equal to the number of hours normally worked or paid for in their regular workweek.

Bank of Non-Redeemable Sick-leave Days

During an employee's **first year of service**, the College credits them with six (6) days with no cash surrender value. This is usually referred to as your **non-redeemable bank**.

7-14.36, 2nd paragraph

Bank of Redeemable Sick-leave Days

After this first year, on July 1 of every year, the College credits each of its full-time employees with seven (7) days of sick-leave. These are **non-cumulative but with cash surrender value** on June 30 of each year if they were not used during the year. This payment for redeemable days is made no later than September 1 of each year. This is usually referred to as your **redeemable sick-leave bank**.

7-14.36, 1st paragraph

For part-time employees, the number of days credited is reduced in proportion to their regular workweek compared to that of a full-time employee.

7-14.38

The Order in which Sick-leave Days are Used

Sick-leave days are used in the following order:

- Credited days **with cash surrender value** (7-14.36);
- *Once the credited redeemable days are depleted, other redeemable days credited to the employee (days accumulated before January 1, 1973), except for those accumulated during the 1972-1975 collective agreement;*
- Once all the redeemable days are depleted, any non-redeemable days the employee has to their credit.

Converting Redeemable Days into Non-Redeemable Days

If you have accumulated 13 days or less of sick-leave to your credit on June 1, the collective agreement allows you to advise the College in writing that you choose not to cash in the balance or part of the balance of your redeemable bank on June 30. The person making such a choice shall on June 30 add the balance or part of the balance of these 7 redeemable days (which have now become non-redeemable) to their existing bank of non-redeemable days.

7-14.36, 3rd paragraph

Converting Redeemable Days into Vacation Days

During the month of June, the employee may choose to convert into vacation days all or part of the June 30 balance of redeemable days not used. This conversion is possible as long as the terms and conditions of Clause 7-7.06 are respected:

- There must be an agreement between the College and the employee on the choice of these vacation days;
- Should the employee be unable to take these holidays on the dates agreed upon, the College and the employee must agree on other vacation dates;
- Failing an agreement, those sick-leave days which were converted into vacation days shall have cash surrender value at the rate applicable on the previous June 30 or be transferred to the employee's bank of non-redeemable sick-leave days according to the terms of the 3rd paragraph of Clause 7-14.36.

7-14.36 last paragraph

Beginning a Gradual Early Retirement

Did you know that if you are considering retirement and you have a bank of redeemable sick-leave days to your credit, you can, with the agreement of the College, begin a gradual early retirement under the following conditions:

- You must be eligible to retire at the end of this gradual early retirement;
- You must reduce your regular workweek and make up the difference in salary by drawing on your bank of sick-leave days;
- At the end of your gradual early retirement, you will be obliged to submit your resignation and retire.

7-14.44

Taking a Leave for Family Reasons

You can be absent from work for up to **ten (10) days per year**:

- To fulfill obligations relating to the **care, health** or **education** of your child or the child of your spouse.
- Or because of the **state of health** of your spouse, father, mother, brother, sister or one of your grandparents.

In such cases, you must notify the College of your absence as soon as possible.

Days used for family reasons are deducted in the following order:

- From your bank of **non-redeemable** sick-leave days;
- Failing this, from your bank of **redeemable** sick-leave days;
- Otherwise, these days are **without pay**.

These days of absence may be divided into (1/2) half-days. During such absences, you continue to accumulate seniority and experience.

7-16.07

Taking a Leave for Personal Reasons

For any personal reason, you are entitled to take at least one half-day (1/2) off from work at a time, up to maximum of two (2) days per contractual year (July 1 to June 30).

These days are deducted from:

- Your bank of **non-redeemable** sick-leave days;
- If your bank is empty, the absences will be without pay.

7-16.06

1-1.01

Suggestion

Since these days off for family or personal reasons are deducted from your bank of **non-redeemable** sick-leave days, if you regularly use this type of leave, it becomes advantageous to **convert** the balance or all of your redeemable days into your non-redeemable bank, as previously described (7-14.36, paragraph 3).