1. If illness prevents professional staff from performing their duties, the University will provide sufficient sick leave to continue full regular pay through, but not beyond, the required waiting period for long term disability benefits.

2. Employees who will, after 90 days, become entitled by reason of disability to receive income protection at 66-2/3% of their salary rate at the time of commencement of the disability, will receive an additional 13-1/3% of their basic wages for up to 4 months from the commencement of the time for which income protection payments are received or until the disability ceases, whichever is sooner.

3. No University employee may claim sick leave during a period of unpaid status. Unpaid status is when an employee remains on the University payroll but receives no pay.

4. If illness prevents an employee from performing normal duties, they must, as per departmental practice, inform their Department Head.

5. If a department anticipates that an employee on sick leave will be away from work for more than 30 days, it must inform Human Resources, to allow for the timely application for disability benefits, should it become necessary.

6. When the Workplace Safety and Insurance Act compensates an employee, the University will continue the employee’s salary up to eligibility for long term disability (or, in the case of a temporary employee, to the limit of accumulated sick leave). The employee must reimburse the University for compensation received under the Act for which the University paid full salary. When a temporary employee returns to work, the University will reinstate the sick leave used for the period payable under the Act.

7. For absences of five or more days, an employee must provide medical evidence to Occupational Health and Wellness verifying the illness. The University may require evidence for shorter absences.

8. The University will credit a person employed on a temporary basis with up to 13 days sick leave for potential use, as follows:

   - 3 working days in the first three month’s employment;
   - an additional 10 working days after 3 months of employment;
   - 13 days sick leave - renewable on the employee's anniversary date.

9. If a paid holiday occurs in a period of paid sick leave, the University will record it as a paid holiday, not as a day of sick leave.

**Source URL:** https://www.uoguelph.ca/hr/staff-faculty-hr-policies-professional-staff/104-sick-leave-professional-managerial-staff