



Paid Sick Leave¹

DAY 1

Manager is advised of the employee absence.

DAY 5

Ensure that leave is substantiated².

Evaluate the possibility of a long term absence. If it is the case, proceed to the next steps.

DAY 10

SET THE STAGE FOR THE ENTIRE ABSENCE

- Establish a communication protocol with employee.
- Discuss leave substantiation protocols with employee.
- Provide employee with the [Sick Leave Information Package](#).
- Discuss income maintenance.
- Refer employee to the Employee Assistance Program (EAP).

Sick Leave without Pay (SLWOP)

12 MONTHS OF SLWOP

PROCEED WITH AN OFFICIAL REMINDER TO THE EMPLOYEE

- Remind employee of SLWOP protocols, especially those related to its resolution.
- Remind employee of the RTW process.
- Refer employee to the EAP.
- Provide employee with the [SLWOP Information Reminder Package](#).

18 MONTHS OF SLWOP

START THE RESOLUTION PROCESS

- Present available options to the employee³ regarding the resolution of the SLWOP situation.
- Provide employee with the [SLWOP Resolution Package](#).
- Request that the employee makes a decision.
- Implement the decision.

INDICATORS OF A POSSIBLE LONG TERM ABSENCE

- No date of return to work has been communicated within the first 5-10 days of absence.
- A medical certificate has been received indicating that the employee will be away for a few weeks before being re-evaluated.

The manager must [document the sick leave](#) from onset to its resolution.

RESOLUTION

RETURN TO WORK (RTW)

- Obtain the [physician's confirmation](#) of the employee's fitness to work and limitations.
- Agree on [RTW Plan](#).
- Perform the [necessary preparations](#) including the implementation of accommodation.
- Reintegrate the employee in his workplace.
- Follow-up.

INABILITY TO RETURN TO WORK

- Obtain the [physician's confirmation](#) that the employee is permanently unable to work.
- Present available options to the employee³.
- Provide the employee with the [inability to RTW information package](#).
- Request that the employee makes a decision.
- Implement the decision.

¹ The duration of the Paid Sick Leave depends on the number of Sick Leave credits that have been accumulated by the employee. In some cases, the employee will be in SLWOP on the first day.

² It is recommended that Sick Leave be substantiated after 5 consecutive days of absence (code 602) as indicated in the [Guide for Managers: Proactive Management of Paid Sick Leave](#).

³ As per the Treasury Board of Canada Secretariat [Directive on Leave and Special Working Arrangements](#), Appendix B, Section 2.