

ABSENCE TRACKING

SICK LEAVE/STD/LTD

- Type A and Type B employees become eligible for sick and or Short Term Disability leave (STD/L) benefits upon commencement of service with UFV. Type C employees are only eligible for sick leave until the end of their contract period. All other categories of employees are ineligible for sick or STD/L benefits.
- All absences are to be recorded on an Absence Report. This form can be accessed online under **Human Resources**. If an employee (Type A, B or C) is absent for more than 3 consecutive work days, a UFV Dr's Certificate is required and is the only medical certificate acceptable to the Employer.
- The supervisor is required to review and sign the employee's Absence Report before submitting the report to **Human Resources**. It is the Supervisors responsibility to check the employee's sick leave balance before signing the absence report.
- Sick leave balances are provided to Supervisors on a monthly basis from **Human Resources**.
- Long Term Disability (LTD) – Type A and Type B employees become eligible for LTD coverage upon completion of thirty (30) work days of active service.
- For more information on sick leave, STD and LTD please refer to the Collective Agreement.

Please see [Forms & Publications](#) on the Human Resources website to obtain an **Absence Form or UFV's Dr Certificate**.