

New Article 12

Old Article 17

Advanced Annual and Sick Leave

17.1 ~~Accrual of~~ Advanced Annual Leave

Annual leave which will accrue during the leave year will normally be made available to all full-time employees at the beginning of the leave year for use during the year in accordance with applicable leave regulations. Use of such leave may be denied when it is unlikely that the employee will accrue such leave during the leave year, based on either information provided by the employee or a pending action to terminate his/her employment.

17.2 Advanced Sick Leave

~~Employees with no sick leave to their credit may be granted sick leave in advance of its actual accrual if there is reason to believe that they will return to work after having used the leave. Permanent employees may be advanced up to 30 days of sick leave. Temporary employees may be advanced a quantity of sick leave up to the amount they would earn during the remaining period of their appointment.~~

A full-time employee may be advanced a maximum of 30 days of sick leave when required for a serious disability or ailment of the employee or a family member or for the purposes relating to the adoption of a child. For a part-time employee, the maximum amount of sick leave that may be advanced must be prorated according to the number of hours in the employee's regularly scheduled administrative workweek.

Employees must request advanced sick leave in writing. A supervisor may require an employee to submit a medical certificate or other appropriate documentation justifying the need for the advanced leave. The request for advanced sick leave may be denied when it fails to meet the required criteria, or it is known in advance that the employee does not intend to return to duty.

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