



Victoria University of Wellington Students' Association

Sick Leave

1. Policy:

When an employee is absent from work due to sickness or injury the following provisions apply. This policy is intended to provide a clear framework for both employees and the employer in the event of sickness or injury.

2. Purpose:

The purpose of this policy is to support the health and wellness of VUWSA employees. It is designed to manage and minimise absences from the workplace and to promote a proper recovery and a speedy return to work. The availability of leave under this policy relies on the mutual trust and co-operation of employees and the belief that if ill or incapacitated, employees should be able to recover without fear of immediate termination of employment or loss of pay.

3. Organisational Scope:

This policy applies to the following:

- All employees of VUWSA
- President
- Vice-President (Education), Vice-President (Welfare), Vice-President (Administration)
- All other Executive members who while not eligible for paid sick leave entitlements, are required to follow the below standard, in addition to making up any hours not worked due to sickness over the following two (2) week period after their return to VUWSA, unless an alternative arrangement is approved by the President within twenty-four (24) hours of returning to work.

4. Procedure:

4.1 *Absence due to Sickness*

When an employee or Executive member as noted above is absent from work due to sickness or injury the following provisions will apply.

- For casual and fixed term employees of less than six months the Holidays Act 1993 applies.
- For casual and fixed term employees completing six (6) months continuous service and not exceeding twelve (12) months service that employee, if ill, is entitled to seven (7) days paid sick leave.
- Full-time and part-time employees, the President, Vice-President (Education), Vice-President (Welfare) and Vice-President (Administration) are able to take such time off work on pay as is necessary to recover from the illness and return to work, provided all requirements (outlined in *Review Procedure* on page 2), are met. The granting of sick pay is conditional on the employee or Executive member notifying the Association Manager on the commencement of each day of sick leave. The recommended notification choice should be telephone but if notification is sent via text message by the employee or Executive member, and unless an acknowledgement response is received by the employee or Executive member before midday on the day of sick leave, the employee or Executive member should correctly assume the notification has not been received by the Association Manager. In the case of the Association Manager, they must notify the President in the method outlined above. The President may notify the Association Manager or the Vice-President (Education).
- An employee, the Vice-President (Education), Vice-President (Welfare) or Vice-President (Administration) who is absent for reasons of ill health beyond three (3) consecutive working days will be required to supply a medical certificate to the Association Manager, setting out the reasons and dates of the previous three (3) consecutive days (or beyond) of ill health or setting out the date by which the employee or Vice-President will be expected to return to work. In the case of the Association Manager, they must notify the President in the method outlined above. The President may notify the Association Manager or the Vice-President (Education).
- An employee, the Vice-President (Education), Vice-President (Welfare) or Vice-President (Administration) who has accumulated a total of 10 sick days in any calendar year must supply a medical certificate to the Association Manager (or to the President in the instance of the Association Manager), for each consecutive sick day

exceeding the tenth (10) day. If a certificate is not received a sick pay entitlement will not be authorised to the employee.

- If the absence is long-term in nature the employee shall be entitled to full ordinary pay, subject to a full review and decision-making process, as set out in the Review Procedure. Where possible, modified or alternative duties will be provided to assist the employee to remain at work or to assist a return to work. Executive members whose absence is long-term in nature must meet with the President (or with the Vice-President (Education) in the instance of the President) in order to establish the practicalities of their continuance in their position on the Executive.
- Only after all rehabilitation and return to work options have been fully exhausted will medical retirement or termination of contract be considered.

4.2 Return to Work

Upon the employee's or Executive member's first day back to work after sick leave, the following provisions apply.

- The employee must verbally acknowledge his/her return to work to the Association Manager, and to the President in the case of an Executive member.
- The employee or Executive member must complete a sick leave form and present to the Association Manager for signature approval on or before 5pm on the first return day of work. If a sick leave form is not presented by the aforementioned timeframe the employee shall not be entitled to sick pay entitlement.
- If the sick leave form is successfully received, the Association Management will authorise the sick pay entitlement and pass to the Accounts Team.
- The Accounts Team will record the sick pay entitlement under the employee's or Executive member's records and notification of the specific sick pay will be recorded on the employees pay slip, where applicable.

5. Review Procedure:

In all cases of absences beyond three consecutive working days or as a result of a pattern of short absences under these provisions, VUWSA may require the employee or Executive member to participate in a review panel, which may include the Association Manager and/or President, the

employee and where appropriate, the employee's representative. The focus of the review will be to assist the employee in establishing practical arrangements to recover from sickness or injury.

Following the review, VUWSA may require the employee or Executive member to:

- Support all future sick pay claims with a medical certificate.
- Consult VUWSA's Occupational Health Service to assess progress and treatment relating to fitness to work.
- Agree the Occupational Health Medical Advisor will have access to the employee's chosen medical practitioner to discuss those aspects of the employee's condition relating to fitness for work, and if this is not conclusive to undergo a medical examination by a medical practitioner nominated by the Association Manager at the employer's expense.

6. References:

Holidays Act 1993

Privacy Act 1993

VUWSA employment agreement

7. Approval Dates:

Approved on: 19 August 2009

This version takes effect from: 25 August 2009

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This policy will be reviewed by: 30 August 2011