

HOW DO MY SICK DAYS WORK?

a guide for OSSTF members



Start of the School Year

Each full-time, contract teacher in D16 is given 11 Personal Illness days and 5 Bucket Days at 100% pay.



Log on to the SharePoint to go to Employee Self Serve and click on 'My Balances' to review your Sick Leave and top up **balances**.



Questions?

Contact your Branch President or call the District 16 T/OT Office.

osstfd16.on.ca/contact

(905) 836-5954



Personal Illness Day

If you are ill, or have a medical appointment, you may use a Personal Illness Day. Each class period of absence uses 0.33 of a day.

> 11

More than 11 days of illness?

Continue to use the Personal Illness code. This will automatically start your Short-Term Disability: 120 days at 90% pay.

< 11

Left Over Sick Days?

Any remaining of the 11 Personal Illness days will carry over for one school year. These days will be used to top up your 90% salary to 100%. One unused day will top up 10 days of Short-Term Disability.



Bucket Days

Bucket Days include absences such as: funeral, family illness, and moving days. See the Collective Agreement for a full list.



If you use more than 5 Bucket Days, each additional day will be **without pay**. Members should keep track of their bucket day use.



Religions Holidays

Members have access to 3 Religious Holidays, *outside* of the Bucket Days. Up to 2 additional Religious Holidays can be taken from the Bucket Days. After 5 Religious Days, others would be without pay.