

 The University of British Columbia Board of Governors	Policy No.: HR4
Long Title: Leave Due to Illness of Members of Faculty	
Short Title: Sick Leave Policy	

1. General

- 1.1 A member of faculty who is unable to perform his/her duties because of illness or injury must inform his/her administrative head as soon as possible.
- 1.2 Leave of absence with pay due to illness, not exceeding one month, may be granted by the Head of the Department in consultation with the Dean of Faculty. Where no Head of Department exists, the Dean may grant the leave of absence.
- 1.3 If the illness continues beyond the initial leave of absence of one month, the leave may be extended, as required, by the Dean of the Faculty in consultation with the President's Office, for an additional period not exceeding three months. The Dean shall continue to assess the situation, request appropriate medical reports as required, and keep the President's Office informed.
- 1.4 If, at the end of four months absence because of illness, the faculty member's physician considers the faculty member's recovery from illness is not likely within a further two months, application shall be made for the Disability Insurance Benefit to commence in the normal manner after six months sick leave. This application shall be made by the faculty member through the Benefits Section of the Department of Human Resources. Concurrently, the Dean must request approval from the President's Office of an additional two months sick leave.
- 1.5 If the faculty member is still absent because of illness after six months, and the disability benefits have been approved, the President's Office should be informed that the faculty member is on leave of absence without salary due to disability and that he/she will receive benefits under the disability program. If the disability is not approved, then the Dean shall review the circumstances of the case with the President's Office immediately.
- 1.6 If a faculty member becomes ill while on study leave, he/she is not entitled to have the study leave cancelled, and thereby be returned to full salary.
- 1.7 In considering an application for leave of absence with pay because of illness for any period of time, an examination of the applicant by a physician nominated by the University may be requested.



EXPLANATORY NOTES REGARDING THE SICK LEAVE POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Sick Leave Policy. These Explanatory Notes do not replace or supersede the content of the Sick Leave Policy and its Procedures.

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Policy Short Title:	Sick Leave Policy
Policy Number:	HR4
Responsible Executive:	Provost and Vice-President, Academic (UBC Vancouver) Provost and Vice-President, Academic (UBC Okanagan)
Responsible Board Committee:	Employee Relations Committee
Related Policies:	N/A
History:	<ul style="list-style-type: none">• The Sick Leave Policy was first approved by the Board of Governors in July 1978;• The Sick Leave Policy was revised in June 2005;• The Sick Leave Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Sick Leave Policy, its long title is Leave Due to Illness of Members of Faculty, and its number is HR4. The previous identification number for this policy was #62.
Related Legislation:	N/A