

# CUPE 387 Short Term Sick Leave Plan

## Frequently Asked Questions

- Q. How many days does the Short Term Sick Plan cover?  
A. The Short Term Sick Plan covers up to 10 days of short term sick leave for each incident of illness or injury. If your illness or injury lasts more than 10 days, coverage is provided by the City's medium term and long term sick leave plans.
- Q. What is a sick claim?  
A. An incident of illness or injury is called a sick claim.
- Q. How many sick days can I take before I need a doctor's note?  
A. On the fourth day of a sick claim a doctor's note is required.
- Q. Within how many days can an illness or injury be considered recurring?  
A. If an illness or injury reoccurs within sixty days of its last occurrence it will still be treated as the same sick claim.
- Q. Do I need to fill out a sick claim form for each incidence of illness or injury?  
A. Yes, a short blue sick claim form is to be filled out noting the days you were off and signed by the employee and the supervisor even if the first day is unpaid.
- Q. How is the Short Term Sick Plan funded?  
A. The plan is funded by the members. Premiums are deducted by payroll on a percentage basis of the employee's gross pay.
- Q. How are members premiums determined?  
A. Premiums are based on the number of sick claims from the previous year. The more sick claims you have the higher your premiums. New members pay the base premium during the first year (see Claim Rated Scale in bylaws).
- Q. When is the Annual General Meeting held?  
A. The Annual General Meeting of the Short Term Sick Plan is held in April.
- Q. Is the Short Term Sick Plan Audited?  
A. Yes, the Short Term Sick Plan is audited every year by a professional accounting firm.
- Q. Are rebates given each year?  
A. Rebates are not automatic or required and must be discussed and approved every year by a vote at the Annual General Meeting.

For more detailed information please consult the Short Term Sick Leave Plan Bylaws and the CUPE 387 Collective Agreement. You can also contact a STSLP committee member.