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CUPE Sick Leave Guide

Table of Contents

Frequently Asked Questions (FAQs) 2
Short-Term Sick Leave (STSL) 2
Sick Leave Bank 4
Long-Term Sick Leave (LTSL) 5
Family Illness Leave 6
Medical Documentation 7
Kronos and Timekeeping 7
Your Pay Stub Explained 9
TABLE 1: Overview of Sick Leave Plans and Other Leaves 10
TABLE 2: Eligibility at a Glance 11
Contact Information 11

This guide is intended to provide employees, supervisors, and timekeepers with relevant information about the CUPE sick leave plans and other related benefits. It includes frequently asked questions, provides an overview of leave entitlements, eligibility requirements, and applicable waiting periods, and helps employees better understand how sick leave benefits are administered, and how sick banks are reflected on their pay stubs.

Frequently Asked Questions (FAQs)

Short-Term Sick Leave (STSL)

1. When does Short Term Sick Leave become available?

Short Term Sick Leave becomes effective immediately after 90 days of service, on day 91.

2. How much Short Term Sick Leave is provided?

An eligible full-time employee receives 5 days for the calendar year. The entitlement is maintained in hours. Short Term Sick Leave for eligible part-time employees is prorated based on their full-time equivalency percentage (FTE%). Short Term Sick Leave is paid at 100% of the employee's regular rate of pay. These payments are considered employment income and are subject to income tax and standard payroll deductions.

3. How is Part-Time Short Term Sick Leave used?

For an eligible part-time employee, the prorated entitlement is maintained in hours. Available Short Term Sick Leave hours may be applied to scheduled sick time, up to the hours the employee otherwise would have worked, and the available balance.

4. How is Short Term Sick Leave prorated for Part-Time employees?

The position's full-time daily hours are multiplied by the employee's FTE%, to determine the employee's daily average hours. For example, 7 hours × 0.7 FTE% = 4.90 daily average hours. Since the full STSL bank is 5 days, the total hours in the bank will be 24.5 hours (5 days x 4.9 hours).

5. Is Short Term Sick Leave limited to 5 days/occurrences?

No. Short Term Sick Leave is administered as an hourly bank, and is not limited to 5 occurrences.

6. Does unused Short Term Sick Leave carry forward?

No. Unused Short Term Sick Leave does not carry forward into the next calendar year.

7. Which sick leave bank is used first for an employee's illness or non-occupational injury?

Short Term Sick Leave is used first. Once it is depleted, the Sick Leave Bank is used next where the employee is eligible and has an available balance.

8. Can Short Term Sick Leave be used for medical appointments?

Short Term Sick Leave *currently* cannot be used for medical appointments; however, this will be an available option in early 2027. HR will communicate any updates to employees.

9. How are affected historical Short Term Sick Leave entries corrected?

Historical adjustments related to an illness or injury will be reviewed in relation to the employee schedule (work days/hours) and applicable and available sick leave plans.

10. Will I still need to submit a blue form for Short Term Sick Leave?

No. Short Term Sick Leave will be 100% Employer paid and the blue form no longer needs to be submitted.

11. Are employees who are eligible for the Short Term Sick Leave also eligible for ESA sick days?

The Short Term Sick Leave replaces the ESA sick days for eligible regular and temporary full-time and part-time employees, working 50% or more of full-time hours. Those employees who are not covered by the Short Term Sick Leave will continue to be eligible for paid sick days as outlined in the ESA, which applies to part-time employees working less than 50% and auxiliary employees.

12. If an employee has completed 90 continuous days of employment in an Auxiliary or Part-Time position (less than 50% FTE) and then transfers to a RFT, TFT, RPT, or TPT position (50% FTE or more), will they need to serve another waiting period for the Short Term Sick Leave?

No. If they served the 90 continuous days of employment as an auxiliary or part-time (less than 50% FTE) employee, then they will not be required to serve another 90-day waiting period for the Short Term Sick Leave.

13. If an employee transitions from an Auxiliary or Part-Time position (less than 50% FTE) to a RFT, TFT, RPT, or TPT position (50% FTE or more), and has used a portion of their ESA entitlement (5 days), will they receive the full 5 days for the Short Term Sick Leave?

No. Their Short Term Sick Leave entitlement will include the **remaining unused days** from their ESA entitlement.

For example, if an employee used 2 ESA days before transferring to the new status, they will be preloaded with 3 Short Term Sick Leave days. For part-time employees, the Short Term Sick Leave entitlement will be prorated based on their FTE% and the amount of ESA days used.

Please note that ESA days are counted as occurrences rather than hours. For example, if an employee used 2 hours of ESA on one day and 5 hours of ESA on another day, this would be considered two ESA occurrences (i.e., two days used). At the time of transition, the equivalent of 2 days, based on the employee's average daily hours, will be deducted to determine their Short Term Sick Leave entitlement.

14. If an employee transitions from Part-time to Full-Time, how is their Short Term Sick Leave prorated?

Short Term Sick Leave entitlement will be adjusted to reflect the increase in hours for the remainder of the calendar year. For example, if the employee transitions from a part-time position at 50% FTE to a full-time position effective April 1, Short Term Sick Leave entitlement will be adjusted to 5 days at 100% FTE, less any Short Term Sick Leave already used during the calendar year.

Example: An employee was part-time from January to March and had 20 hours in their STSL bank. If they go to 100% full-time status on April 1, their STSL bank will be increase to 40 hours.

15. If an employee's work hours decrease from Full-Time to Part-Time in the middle of the calendar year, and they have used some or all of their Short Term Sick Leave entitlement at full-time hours, will the City recover the overpayment?

No. An employee's Short Term Sick Leave entitlement will be adjusted and prorated based on their reduction in hours and will reflect any Short Term Sick Leave used during the calendar year. If this adjustment results in an overdrawn Short Term Sick Leave balance then the City will not recover the overdrawn amount.

Example: An employee was full-time from January to March and had 40 hours in their STSL bank. If they go to 50% part-time on April 1, their STSL bank will be decreased to 20 hours.

16. Will Short Term Sick Leave entitlement be prorated when an employee is on an unpaid leave (ex. unpaid leave of absence or maternity leave)?

No. An employee's Short Term Sick Leave entitlement will not be prorated if an employee is on an approved unpaid leave of absence or an unpaid legislative leave.

Sick Leave Bank

17. What is the Sick Leave Bank?

This is a sick leave bank that accrues at 1.5 days per month for full-time employees, to a maximum of 75 days, and is administered in hours. The 1.5 days per month accrual is prorated for part-time employees based on their full-time equivalency percentage (FTE%).

The Sick Leave Bank is paid at 100% of the employee's regular rate of pay. These payments are considered employment income and are subject to income tax and standard payroll deductions.

18. Will the sick leave bank hours accumulate while an employee is on paid sick leave or vacation?

Yes, sick leave bank hours will accumulate while an employee is on paid sick or vacation. The accrual will calculate on the first and second payroll of each month.

19. Will the employee earn Sick Leave Bank hours during an unpaid leave (ex. unpaid leave of absence or maternity leave)?

No. The employee will not continue to earn/accrue sick time during a period where there are no earnings.

20. Who is eligible for the Sick Leave Bank?

Full-time and temporary full-time employees are eligible for the Sick Leave Bank, after the applicable waiting period. Eligible RPT employees will receive a prorated bank based on their FTE%, after the applicable waiting period. TPT employees are not eligible for the Sick Leave Bank. Please refer to Table 1 for details on the eligibility criteria.

21. Who receives the grandfathered Sick Leave Bank?

Eligible full-time and temporary full-time employees employed in an eligible status on February 24, 2026 will receive the full 75-day bank when they become eligible. Eligible part-time employees employed in an eligible status on February 24, 2026 will receive the applicable prorated bank based on their FTE%.

Anyone hired after February 24, 2026, after serving the appropriate waiting period, and if eligible for the sick leave bank, will start their monthly accrual.

Please note that all sick leave banks (Short Term Sick Leave, and Sick Leave Bank) are effective January 1, 2026. Any sick leave hours used during the 2026 calendar year will be reflected in the balance of the newly established banks.

22. Does the 75-day Sick Leave Bank refresh every year?

No. The 75-day maximum does not refresh annually. Once sick time is used, eligible employees will accrue 1.5 days per month to a maximum threshold of 75 days.

23. Can the Sick Leave Bank be used for medical appointments?

Yes. An employee may use Sick Leave Bank for a medical appointment or they may choose another applicable bank, such as CDO. However, employees are encouraged to schedule medical appointments outside of work hours, where possible. All medical appointment are subject to Manager approval.

24. If an employee transitions from an Auxiliary or Part-Time position (less than 50% FTE) to an RFT, TFT, or RPT (50% FTE or more), will they need to serve the waiting period before they start accruing Sick Leave Bank hours?

Yes. If an employee was previously in a status that did not qualify for the Sick Leave Bank then they will need to serve a waiting period of 3 continuous months in the new status. They will start accruing Sick leave Bank hours on the 1st of the month, following 3 continuous months of employment.

25. If an employee transitions from Part-Time (50% FTE or more) to Full-Time status, will they need to serve the waiting period before they start accruing Sick Leave Bank hours?

No. If an employee transitions from a status where they were already eligible for the Sick Leave Bank, they will not be required to serve the waiting period.

26. If an employee receives a permanent increase in their work hours within an eligible status, how will their Sick Leave bank and accrual be impacted?

The existing Sick Leave Bank, which the employee earned prior to the change in hours, will not be adjusted retro-actively, however, the Sick Leave bank accrual rate will be updated to reflect the new work hours as of the date of the status change. Furthermore, while the maximum for the Sick Leave Bank will remain at 75 days, the maximum hours for the Sick Leave Bank will be adjusted (ex. 70 to 75 hours per pay period).

Example: An employee was full-time from January to March, and they had accrued 600 hours in their sick leave bank. Effective April 1, they go to part-time at 50% FTE, the 600 hours in the bank will remain, however the accrual rate as of April 1 will be 0.75 per month (instead of 1.5 days/months).

Long-Term Sick Leave (LTSL)

27. When is a Regular Full-Time employee enrolled in the Long Term Sick Leave Plan?

For new regular employees, enrollment is effective the first day of the calendar month following the completion of 12 months of continuous employment.

28. When can an employee access Long Term Sick Leave?

An eligible regular full-time employee can access Long Term Sick Leave after 10 weeks of continuous absence due to illness or non-occupational injury.

29. What does the Long Term Sick Leave Plan provide?

Up to 40 weeks / 200 working days at 90% of the employee's regular classified salary. The 200-day entitlement is converted into hours based on the employee's bi-weekly standard hours at the time of enrollment.

30. If an employee works a compressed work schedule – example 10 hours/day at 4 days/week – would they be entitled to more Long Term Sick Leave hours in the bank?

No. For employees on a compressed work schedule, such as 4 days at 10 hours per day, their biweekly standard hours remain the same – the hours are simply distributed differently across the workdays. A compressed work schedule would not result in a longer Long Term Sick Leave entitlement. The bank is deducted based on the employee's scheduled work hours for the time taken.

31. What if the Short Term Sick Leave and the Sick Leave Bank are exhausted before an employee is able to take Long Term Sick Leave?

If an employee is eligible for Long Term Sick Leave, an unpaid leave period may apply until the 10 week threshold is reached. HR will confirm and support individual transitions. During the unpaid leave period, the employee may be able to apply for EI Sickness Benefits through Service Canada.

32. If the Sick Leave Bank is exhausted, will the Long Term Sick Leave start earlier?

No. The employee must meet the Long Term Sick Leave eligibility requirements and fulfill the 10 continuous weeks threshold.

33. What happens after Long Term Sick Leave has been used and the employee returns to work?

If any portion of the Long Term Sick Leave entitlement has been used, the full 40-week / 200-working-day credit is reinstated after the employee has returned to work for 12 continuous months. Unpaid time or paid sick days in excess of 10 accumulated working days in a 12 months period, would be considered a break in the requalifying period. If another qualifying illness or non-occupational injury occurs before reinstatement, the residual Long Term Sick Leave entitlement can be applied.

34. Would Long Term Sick Leave entitlement be prorated when an employee is on an unpaid leave, such as an unpaid leave of absence or maternity leave?

No. An employee's Long Term Sick Leave entitlement will not be prorated if an employee is on an approved unpaid leave of absence or an unpaid legislative leave, given that all other eligibility criteria have been met (refer to Table 1).

35. If an eligible Regular Full-Time employee changes their work hours, will their Long-Term Sick Leave entitlement be adjusted accordingly?

Yes. If an eligible regular full-time employee's work hours change (for example, from 70 hours per pay period to 80 hours per pay period), then their Long Term Sick Leave bank will be adjusted to reflect their new hours, and will be effective the date the change in hours takes effect.

Family Illness Leave

36. Is Family Illness Leave a separate bank?

No. Up to 3 days per calendar year may be drawn from the employee's Sick Leave Bank for an eligible family illness.

37. Are Family Illness Leave days in addition to the Sick Leave Bank of 75 days?

No, Family Illness Leave days are inclusive of the 75 days sick leave bank; they are not in addition.

38. Is there a minimum sick leave bank balance that is required?

To use Family Illness Leave, the employee must have more than 12 days in their Sick Leave Bank. Operationally, at least 13 days must be available to use 1 full day and at least 15 days must be available to use 3 full days. (Twelve days equals 84 hours for a 7-hour employee, 90 hours for a 7.5-hour employee and 96 hours for an 8-hour employee.)

39. Why do I have to have a minimum of 12 days of Sick Leave credits available to use the bank for Family Illness Leave?

This relates to EI guidelines set by Service Canada, which require employer compliance.

40. For Family Illness Leave, is there a form that needs to be completed by the employee? Who approves the leave?

No, there is no form for family illness leave. The request must be made to and approved by your manager, and forwarded to the Timekeeper through an email. Timekeepers will check that the employee has sufficient days in the Sick leave Bank to use Family Illness Leave.

41. Can I take the 5 unpaid Family Responsibility Leave days per calendar year, in *addition* to the 3 paid days of Family Illness Leave?
Yes. The 3 days of family illness leave is separate to the 5 unpaid days for Family Responsibility Leave.
If you need to take the unpaid family responsibility leave, you will need to complete a request form, which can be found on HUB, and submit this to your Supervisor/Manager.

Medical Documentation

42. Would I need to provide a doctor's note for my first or second absence of the calendar year, if the absence is up to 5 days in duration?
No. However, the City may request written documentation from health professionals, if necessary, to assess the employee's fitness to return to work or any accommodations that may be required for their return to work.

43. When would a sick note be required and accepted?
A doctor's note, or reasonably sufficient proof of illness or injury, may be required and accepted on an employee's third or subsequent absences, *if* the absence is up to 5 days in duration. However, individual circumstances will be examined; if the illness is relatively common, like a cold or flu, and the absence is short in duration, the City may choose to forgo collecting proof of illness. **A doctor's note is at the employee's expense.**

44. When is a Medical Assessment Form (MAF) required?
A MAF (or medical questionnaire) may be required for an absence of 5 or more consecutive days. A MAF (or medical questionnaire) is also used for accommodation requests, confirmation of fitness to return to work, and when medical information/clarification is required to support a return-to-work plan. The Employer may also ask for a MAF or medical questionnaire to help understand and respond to ongoing attendance concerns. **The Employer pays the cost of the MAF (or medical questionnaire).**

45. Where can I find a copy of the Medical Assessment Form (MAF)?
A blank MAF can be found on HUB. Alternatively, you can request this form from your Manager, HR Business Partner, or Health, Safety and Workplace Wellness Specialist.

46. I had to pay for a MAF, how to do I get reimbursed for the cost?
The City can pay the doctor's office directly for the cost of completing a Medical Assessment Form (MAF). To arrange direct payment, please email the invoice from the doctor's office to hr@newwestcity.ca or fax to 604-527-4619.
If you have paid for the MAF, please email a copy of your receipt and the completed MAF to hr@newwestcity.ca. Please allow up to 4 weeks for the reimbursement to be processed.

47. What medical information should Supervisors/Managers request?
Detailed medical information and forms are coordinated by Human Resources. Managers/Supervisors will be the first point of contact when an employee goes on medical leave. If the leave exceeds 5 consecutive days, the Managers/Supervisors will contact HR, who will follow-up with the employee. HR will also work with the Managers/Supervisors to ensure that the employee is well supported upon their return to work.

Kronos and Timekeeping

48. What are the main sick-leave pay codes?
The applicable CUPE codes include:

- ESA Sick Aux – ESA days for Auxiliary Employees
- CUPE ST Sick Tkn – Short Term Sick Leave

- CUPE Sick Bank Tkn - Sick Leave Bank
- CUPE Medical Leave - Medical Appointment paid from the Sick Leave Bank
- CUPE Family Sick Leave - Family Illness Leave
- CUPE LT Sick – Long Term Sick Leave
- Leave of Absence No Pay – if an employee is on unpaid sick leave

49. How should time be coded when an employee is still serving the waiting periods for the new sick leave provisions?

While an employee is serving the waiting periods for the new sick leave provisions, employees should use another leave bank or enter it as a leave of absence without pay.

50. Why is an employee's sick bank showing 0.00?

Check the employee's hire date, status-change date and eligibility. If the employee should be eligible but the balance is not loaded, confirm the enrollment/balance with the Health, Safety and Workplace Wellness Specialist, HR Business Partner and/or Payroll before applying another code.

51. How are prolonged medical absences going to be tracked?

While HR is tracking the 10-week threshold, we ask that Timekeepers also monitor when an employee is approaching the 10-week Long Term Sick Leave threshold and please connect with HR to confirm employee eligibility. HR will verify the exact threshold date, employment status eligibility, remaining sick leave balances and Long-Term Sick Leave coding before the transition.

52. What pay code is used for Long Term Sick Leave?

Use CUPE LT Sick once the Health, Safety and Workplace Wellness Specialist confirms eligibility and the transition date.

53. What code is used for an employee’s medical appointments?

If the employee is not using CDO banks, and is instead using the Sick Leave Bank, use the CUPE Medical Leave pay code.

54. What pay code is used for Family Illness?

Use CUPE Family Sick Leave.

Your Pay Stub Explained

PAY STATEMENT CODE	FULL NAME	DESCRIPTION
ESA Sick Aux	ESA Sick Leave	Employment Standards Sick leave code.
C-ST Ent	CUPE Short Term Sick Entitlement	Short Term Sick Entitlement of 5 days multiplied by the employee's standard daily hours.
C-ST Ent PT	CUPE Short Term Sick Entitlement – Part-Time	Short Term Sick Entitlement for Part-Time employees, 5 days multiplied by the prorated standard daily hours.
C-Sick Ent	CUPE Sick Bank Entitlement	Sick Bank Entitlement of 75 days multiplied by the employee's standard daily hours.
C-SickEntRPT	CUPE Sick Bank Entitlement – Part-Time	Sick Bank Entitlement applicable to Part-Time employees, 75 days multiplied by the prorated standard daily hours.
C-LTSK Ent	CUPE Long Term Sick Entitlement	Long Term Sick Entitlement of 200 days multiplied by the employee's standard daily hours.
CUPE ST Bank	CUPE Short Term Sick Bank	CUPE Short Term Sick Bank balance available.
CUPE Sick Bk[1]	CUPE Sick Bank	CUPE Sick Bank balance available.
CUPE LT Sick	CUPE Long Term Sick Bank	CUPE Long Term Sick Bank balance available.
CUPE ST Sick	CUPE Short Term Sick Taken	Short Term Sick leave taken from the CUPE Short Term Sick Bank.
CUPE Sick Bk[2]	CUPE Sick Bank Taken	Sick leave taken from the CUPE Sick Bank.
CUPE LT	CUPE Long Term Sick Taken	Long Term Sick leave taken from the CUPE Long Term Sick Bank.
C-Sick Adj	CUPE Sick Bank Adjustment	Adjustment made to the CUPE Sick Bank balance.
C-LTSick Adj	CUPE Long Term Sick Adjustment	Adjustment made to the CUPE Long Term Sick Bank balance.
C-ST Adj	CUPE Short Term Sick Adjustment	Adjustment made to the CUPE Short Term Sick Bank balance.
CUPE Medical	CUPE Medical Leave	Leave used for medical appointments.
Family Sick	CUPE Family Sick Leave	Leave used to care for a sick family member.

TABLE 1: Overview of Sick Leave Plans and Other Leaves			
Plan Type or Leave	**Entitlement**	**Waiting Period**	**Eligible Employees**
Employment Standards Sick (ESA) Days	• 5 days per calendar year based on average earnings in the last 30 calendar days (as per ESA) • Set-up and used in days (occurrences), regardless of how many sick hours are taken	**90 days** of continuous employment. Effective on the 91st day.	Auxiliary (Aux) Regular and Temporary Part-Time <50%
Short Term Sick Leave (STSL) Article 11.1	• 5 days per calendar year at 100% pay • Prorated for part-time employees based on FTE% • Bank is set-up and used in hourly increments • Must be used first for employee illness or non-occupational injury • Currently cannot be used for medical appointments (may change in 2027) • Refreshes every calendar year; and any unused amount is not carried over to subsequent years • The Short Term Sick leave needs to be liquidated prior to the employee using hours from the Sick Leave Bank	**90 days** of continuous employment. Effective on the 91st day.	Regular Full-Time (RFT) Temporary Full-Time (TFT) *Regular Part-Time (RPT) >=50% * Temporary Part-Time (TPT) >=50%
Sick Leave Bank Article 11.2	• May accrue up to 75 days in the bank at 100% pay • Accrues at 1.5 days per month, if employee works more than half of the working days in that month • The accrual is processed on the first and second pay of the month • Accrual is prorated for regular part-time employees based on their FTE% • Bank is set-up and used in hourly increments • Unused amounts may carry-over from year to year, however do not get paid-out if employment ends	**3 months.** Effective on the 1st of the month, following 3 months of continuous employment in a RFT, TFT, or RPT status.	Regular Full-Time (RFT) Temporary Full-Time (TFT) *Regular Part-Time (RPT) >=50%
Long Term Sick Leave (LTSL) Article 11.5	• 40 weeks at 90% pay • Effective after 10 continuous weeks of continuous absence due to illness or non-occupational injury • HR confirms eligibility	Effective on the 1st of the month, following 12 months of continuous employment in a RFT status. RFT employees who already used LTSL will need to serve a requalifying period for full LTSL bank re-instatement.	Regular Full-Time (RFT)
Long Term Total Disability (LTTD) Article 11.8	• Until age 65 at 70% pay • In effect after an eligible regular employee has completed a total of 40 weeks of paid and/or unpaid LTSL. • If an employee experiences an unpaid waiting period after completing the 40-week LTSL period while their LTTD application is under review, LTTD	Effective on the 1st of the month, following 12 months of continuous employment in a RFT status.	Regular Full-Time (RFT)

	benefits will be applied retroactively to the eligible waiting period once approved. Application and approval required		
Family Illness Article 11.4	• Up to 3 days per calendar year to take care of an ill child, parent or spouse; which are drawn from the Sick Leave Bank • Only available for eligible employees with a Sick Leave Bank • Employees are only able to use Family Days if the *remaining* Sick Leave Bank balance is at least 12 days	No waiting period, however, only those employees who have more than 12 days of sick leave hours are entitled to use sick leave for family illness.	Regular Full-Time (RFT) Temporary Full-Time (TFT) *Regular Part-Time (RPT) >=50%
Medical Appointments Article 11.3	• Employees are encouraged to schedule medical appointment on a CDO day or outside of work hours, however if such scheduling is not possible, employees may draw from the accrued sick leave bank in hourly increments (with Manager approval). • Excused Leave is no longer available.	N/A	Regular Full-Time (RFT) Temporary Full-Time (TFT) Regular Part-Time (RPT) >=50%

*prorated based on an employee's full-time equivalency percentage. Days will be based on an employee's prorated standard daily hours.

TABLE 2: Eligibility at a Glance

Employee Type	ESA Sick Days	STSL	Sick Leave Bank	LTSL	LTTD
Regular Full-Time (RFT)	No	Yes	Yes - max 75 days	Yes	Yes
Temporary Full-Time (TFT)	No	Yes	Yes - max 75 days	No	No
Regular Part-Time (RPT) >=50%	No	Yes -prorated	Yes - max 75 days (prorated)	No	No
Temporary Part-Time (TPT) >=50%	No	Yes – prorated	No	No	No
Regular and Temporary Part-Time <50%	Yes	No	No	No	No
Auxiliary (Aux)	Yes	No	No	No	No

Contact Information

If you have questions about your sick leave benefits, please contact your HR Business Partner or Health, Safety and Workplace Wellness Specialist for further support.