



## **SICK BANK RULES CUPE Local 402**

The Union Sick Bank is administered by the Union for the Members of CUPE 402. Members upon completion of their probationary period of employment, contribute one day's sick pay to the Bank. Additional days may be required from the Membership depending on the usage of the Members of the Bank.

### **Eligibility**

1. Members shall be a member in good standing of Local 402.
2. Members must have actively worked no less than 6 months in the previous 12 months;
3. Members with less 15 or less accumulated sick days prior to the related illness, will have up to 15 working days waiting period before qualifying to receive benefits. This waiting period is calculated:

$$15 \text{ days} - \text{number of sick days prior to illness} = \text{waiting period}$$

4. Full time members are eligible for up to 30 working days per 12 month period. Members will be paid their regular pay cheques during the period of the union sick bank. Example - if a member is on a levelling system, then they will be paid the same amount of hours as they regularly receive.
5. Regular Part Time members (as per Article 12, Section 4(d) of the Collective Agreement) who contribute to the sick bank, are paid:

$$30 \text{ days} \times \text{scheduled hours worked} = \text{hours of pay};$$

6. Payment shall be made at the member's classified rate of pay;
7. Additional applications cannot be submitted prior to 12 months from the completion of the last day of a prior claim.
8. Application for assistance shall be submitted in writing (SB-1 Form) to the Union Office. Such application shall be accompanied by a statement in writing from the member's doctor, certifying as to the nature and scope of illness or injury (SB-2 Form).
9. Where the illness is due to a motor vehicle accident or WCB claim, the member must submit a (SB-3 Form) , stating that the benefit shall be repaid without interest, upon recovery of such insurance or wage indemnity.

10. Appeal to decisions shall be subject to the following steps:

Applicant/Designate can appeal in writing to the Executive Board;

11. **Extensions**

An extension is up to 30 working days.

a) To be eligible for an extension, all Medical EI Benefits must be exhausted. CPP benefits received shall be refunded to the Union.

b) A second extension may be granted to a Member , dependent upon circumstances.

12. Union Sick Bank shall cease during a strike, lockout or work stoppage.

14. Employees who are off longer than six months will then be required to apply for LTD. No union sick time can be allocated after six months.