



SICK BANK POLICY 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. A member 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 than 15 accumulated sick days prior to the related illness will have up to 15 working days unpaid waiting period before qualifying to receive benefits. This waiting period is calculated:

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

4. Full time members are eligible up to 30 working days per 12 month period. Members will be paid on their regular pay deposits during the period of the union sick bank. If a member is on a levelling system, then they will be paid the same amount of hours as they regularly receive.

For example, if you are working four 10-hour shifts but are being levelled on your pay cheque (e.g., 7.5 hours, 5 days a week), you would be paid 7.5 hours per day from the Union Sick Bank depending on how you are currently being paid.

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.

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7. Applications for benefits 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 applications 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 is ineligible for Union Sick Bank Benefits. Compensation for these claims are administered by the third parties involved and the City.
10. Appeal to application decisions shall be in writing to the Executive Board.
11. Extensions shall not be granted, it is dependent upon the applicant to apply for medical EI to cover any shortfalls.
12. Union Sick Bank shall cease during a strike, lockout, and work stoppage.
13. Employees who are off longer than six months will then be require to apply for LTD. No Union Sick time can be allocated after six months.

April 2023