



School District No. 67 (Okanagan Skaha)
Office of the Secretary-Treasurer/CFO

MEMORANDUM

DATE: March 5, 2025

TO: CASUAL, TTOC, PROBATIONARY AND LESS THAN Full-Time Employees that do not have a minimum of 5 Sick days.

FROM: Robyn Cederholm, Payroll Manager

RE: **Employment Standards Act – 5 Paid Illness/Injury Days**

On March 31, 2022, legislative changes were made to the Employment Standards Act (ESA), requiring employers to provide 5 paid illness/injury days for employees who do not have 5 collective agreement sick days.

The current direction for when a TTOC or casual EA refuses a callout, or cancels a previously scheduled assignment, because they are ill or injured, is that the employee is eligible for ESA sick leave if the following conditions are met:

- Would have worked the assignment but for the injury or illness
- Meets the legislative eligibility criteria for ESA sick leave

Determining whether an employee qualifies is based on the parameters provided by the ESA.

Criteria:

- Employee must have been employed by School District No. 67 for at least 90 consecutive calendar days to be eligible.
- Employee must have worked in the last 30 days prior to sick leave.
- Employee must be scheduled/or called to work on the day reporting sick, to be eligible.
- Employee must initiate the request to be paid for sick day(s)
- Employees are docked a day whether you use 1 hour or a full day, there are NO partial payments.
- Your sick day rate is based on an average day's pay of the last 30 days or your regular wage whichever is greater.

Process:

If you believe you qualify and wish to be paid, complete the [form](#) located on the portal and submit an email to HR@sd67.bc.ca

- Employee must refuse assignment using refusal code 02 in Atrieve
- Employee must make themselves unavailable in Atrieve for reason of illness/injury

- If you had previously accepted a position, include the Atrieve Job# for the assignment
- Identify the date(s) for which you are wanting your sick pay, the date must be evidenced in Atrieve
- Identify the school and teacher you were requested to work for
- Identify your scheduled hour(s)/day(s)
- Identify which portion of the day was sick and/or worked (if partial day worked).
- Confirmation of payment will be on the subsequent payroll run following the request.