

## **Sick days for TTOCs**

TTOCs are entitled to the 5 sick days that all workers in BC are entitled to, as per the Employment Standards ACT (ESA). If you are booked for a job but are unable to report to work due to illness, then you can use one of your 5 ESA sick days.

### **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 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

- Identify the date(s) for which you are wanting your sick pay.
- 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.

### **Last-minute cancellations:**

If you become ill right before you are scheduled to work, there are special steps you need to take to cancel your job. You can only cancel a job up to TWO hours prior to the start time. After that you need to call the dispatch support line at 250-770-7710. You can leave a detailed message if you call before 7 AM.

### **Questions:**

Please direct all questions about the dispatch system to Tammy Takashima at ttakashima@sd67.bc.ca.