



BCGEU FACULTY & FSA SICK LEAVE

Financial Services

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to Human Resources at dm@bcit.ca.

After 90 consecutive days of employment with BCIT, BCGEU Faculty and FSA PTS employees are eligible for up to five (5) days of paid leave and three (3) days of unpaid leave for personal injury or illness in each calendar year per the Employment Standards Act.

Alternatively, note that eligible FSA PTS employees are to draw from the FSA PTS Sick Leave Fund for personal injury and illness by completing the FIN-180 form. You are eligible if you:

- have accrued 150 part-time studies hours in the previous year (June 1 – May 31) and do not subsequently have five consecutive (5) months where no PTS contract hours are credited;
- are not entitled to Sick Leave benefits provided in Article 9.3; and
- are currently sick and unable to instruct a part-time studies course per Article 15.8.1 (PTS curriculum, markers, lab assistants, or admin contracts are not covered by this fund).

TO BE COMPLETED BY DEPARTMENT

Contract Number	Contract PCN
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** The original contract number for the employee on sick leave

Employee ID	Employee Name
Date(s) of Absence	Number of Sick Hours to Pay
Hourly Rate	

Substitute Number

** The contract number of the replacement employee; to ensure no duplicate payments

Associate Dean's Signature	Print Name (Approver)
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