



# FSA PART-TIME STUDIES SICK LEAVE FUND

## 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](mailto:dm@bcit.ca).

To be eligible for access to the Part-time Studies Sick Leave Fund, the Instructor must meet the following criteria:

- Have accrued 150 part-time studies hours in the previous year (June 1 – May 31) and not subsequently have 5 months in a row where no PTS contract hours are credited.
- Not entitled to sick leave benefits available to employees under Article 9.3
- Currently sick and unable to instruct a part-time studies course per Article 15.8.1 (PTS curriculum, markers, lab assistant, or admin contracts are not covered by this fund)

Funds will be available on a first come, first serve basis. When the fund is exhausted, no further sick leave pay shall be provided to PTS instructors during the fiscal year.

### COVID-19 RELATED ABSENCE

Is this absence related to COVID-19 (i.e., due to COVID-19 or a health official has required the employee to self-isolate due to COVID-19 and the employee is unable to work remotely)?

YES

NO

If the employee is not eligible for the PTS sick leave fund, a maximum of 3 days will be paid as per the amended Employment Standards Act from May 20, 2021 to December 31, 2021.

### 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	Organization Code <b>790000</b>

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

Associate Dean's Signature	Print Name (Approver)
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### TO BE COMPLETED BY HUMAN RESOURCES

Remaining Fund Balance	
Approver's Signature	Date
Print Name (Approver)	Date Emailed to Payroll
Notes	