



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.

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.

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 349304

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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TO BE COMPLETED BY HUMAN RESOURCES

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