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## Diagnostic Services – Department of Radiology – Diagnostic Division

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**SUBJECT/TITLE:** SICK LEAVE USAGE

**PURPOSE:** Procedure for review sick leave usage.

**DEFINITION:** None

**POLICY:**

Attendance is an essential component of employment. Sick leave usage will be reviewed for the purpose of determining whether sick leave use is excessive or abused.

**PROCEDURE:**

1. Employees' sick leave will be to review patterns of usage. Repeated patterns that would raise concerns are: sick days are often associated with a day off or a weekend, using sick days on the same day of the week, using two days of sick leave at a time.
2. Discipline for attendance will be based upon the principles of just cause and not solely on number of occurrences or hours absence.