

SICK CARDS: WHAT THIS MEANS FOR YOU

Plain-language guide for TWU employees

THE BOTTOM LINE: The attendance policy continues not to count FMLA-approved leaves. The new policy sets limits on how many sick-card occurrences and sick-card workdays can be used in a rolling 12-month period.

THE THREE NUMBERS TO REMEMBER:

10 SICK CARDS	Your 10th sick card in a rolling 12 months triggers an employment review and the Last Chance Agreement process.
90 CALENDAR DAYS	One sick-card occurrence can last up to 90 consecutive calendar days.
130 WORKDAYS (6 months)	You cannot reach 130 workdays (roughly 6 Months) of total sick-cards in a rolling 12-month period without triggering an employment review under the contract.

LIMITS: You have ten (10) sick cards, but they can only add up to 130 workdays. The 130 workday limit is separate from the 10-card limit. Reaching 130 workdays with a rolling twelve (12) months triggers an employment review under the contract even if the 10-card limit has not been reached.

FMLA: Approved FMLA-protected time still does not count toward the 10-sick card or 6-month attendance limits.

LEAVE OF ABSENCE: If you need more time away from work, the contract allows you to request an approved personal leave for up to 30 days, with extensions up to six months, which will be granted based on METRO's operational needs. Healthcare continues during the approved leave while you keep paying your required employee premium contributions.

HEALTH INSURANCE: Your health coverage will continue as normal as long as you pay your required employee premium contribution (the amount you normally pay while working). If you do not pay your premium contribution or remain off beyond 130 working days, which is roughly six months, continued coverage is generally at the full COBRA rate unless the CBA or the law requires otherwise. The CBA details repayment rules and the risks if no other leave is available to employees.

SICKNESS & ACCIDENT (S&A): If eligible, S&A can still provide income while you are out: \$450 per week for up to 13 weeks, then \$350 per week for up to another 13 weeks in a 12-month period.

CURRENT SICK CARDS: The next sick card taken after ratification will be subject to the new rule going forward. Current Sick Cards previously issued will remain until they fall off.

EXAMPLES:

- **You have surgery and are off six (6) consecutive weeks (approximately 30 workdays).** If the absence is FMLA-approved, the protected time does not count toward the attendance limits. If not FMLA, one (1) sick-card occurrence will be accessed (42 calendar days) and approximately 30 workdays will count towards the 130-day limit. Health insurance will continue as long as you continue to pay your premium contribution. If you qualify for S&A, you may receive weekly S&A payments.
- **You are out continuously for a serious illness for twenty (22) weeks (approximately 110 workdays).**

- If the illness is FMLA-approved and you have all 12 weeks of FMLA remaining, the first 12 weeks will not count towards the attendance limits. Thereafter, you will receive one sick card (for the remaining 70 calendar days) and approximately 50 workdays towards the 130-day limit. Health insurance will continue as long as you continue to pay your premium contribution. If you qualify for S&A, you may receive weekly S&A payments. If you need more time, you may request an approved leave of absence and keep healthcare coverage by continuing your required premium contributions.
- If the illness is not FMLA-approved, you will receive two (2) sick cards (90 calendar days + 64 calendar days) and approximately 110 days towards your 130-day annual limit. Health insurance will continue as long as you continue to pay your premium contribution. If you qualify for S&A, you may receive weekly S&A payments. If you need more time, you may request an approved leave of absence and keep healthcare coverage by continuing your required premium contributions.
- **You have several separate short illnesses of 1 to 2 days.** Each new sick-card occurrence counts separately. When you reach the 10th sick card in a rolling 12 months, the Last Chance Agreement process is triggered. Each day off will be deducted from the 130-day annual limit.

QUESTIONS:

- **What happens under the new policy to sick cards used and workdays taken during the previous 12-month period?** The total number of workdays taken on a sick card will be calculated and the number of sick cards used will be tallied. Employees will start from their current status with sick cards and the 130 limit will not apply until the first sick card taken after ratification

Example: If you have 3 sick cards and have been out for a total of 21 workdays, the existing 3 cards count against the 10-card limit however the next sick card you take after ratification will start the clock on the 130 cap, the 21 previous days do not count towards the 130 limit.

- **What if I am currently on a sick card?** You can exhaust the balance of days remaining on that sick card. The next sick card you take will start the clock on the 130 day total limit. Days taken before ratification are not counted against you, however if you were on your 9th sick card and took your 10th after ratification you are still subject to last chance agreement. You cannot accumulate more than 10 sick cards during a rolling 12-month period.

REMEMBER: You can still apply for a leave of absence under Article 11.