

MEMO

To: NLSchools Employees
From: Alicia Sainsbury, Senior Director of Human Resources
Date: September 17, 2025
Subject: Sick Leave Notes for Staff

Please be advised that the following will remain in place for the 25/26 school year:

Medical certificates are required in the following instances:

- An employee has used eight or more consecutive working days of leave for sick purposes; or
- An employee has used leave for sick purposes that totals ten or more sick leave days in a school year.

Employees may be required to submit sick leave documentation outside of the above-noted parameters, as per the Paid Leave Policy or the language set out in their respective collective agreements. Where there is a greater benefit present in any collective agreement, those provisions will continue to prevail.

If you have any questions, please contact your local Human Resources Office.