

## Calling In Sick: Kingston Health Sciences Centre

### When you are too ill to work KGH Site:

1. Call the sick line to report your absence at KGH Site ext. SICK (7425)
2. Call your manager.
3. If you miss 4 or more shifts call Occupational Health, Safety and Wellness (OHSW) you will be required to apply for short term disability leave and/or benefits using the Application for Short Term Disability Benefits Form.
4. If you are off with a potentially infectious illness, call OHSW (ext. 4389) to report your symptoms to an Occupational Health Nurse.
5. **You must call every shift you are scheduled for.**

### When you are too ill to work HDH Site:

#### 1. Ambulatory

**Call** your Scheduler X 3997(Scheduler/Charge Nurse), by **0700** so arrangements can be made to cover your shift.

#### 2. Urgent Care

**Days:** Call the supervisor or Charge Nurse 613-546-1240 at 0730.

**Evenings:** Call the supervisor or Charge Nurse 613-546-1240 by 1100.

Please speak directly to the Supervisor or Charge Nurse and don't leave a message on the answering machine or with the Ward Clerk.

#### 3. Perianesthesia

**Call** your Charge Nurse X 3211 or Manager X 2092, so arrangements can be made to cover your shift.

**After 1500** call 613-545-2203 so arrangements can be made to cover your shift.

#### 4. Operating Room

**Call** your Charge Nurse X 2444 by **0630** so arrangements can be made to cover your shift. A message can be left on Charge cell # 613-331-0240.

#### 5. Johnson 3

**Call** your Charge Nurse X 3820/3821/3822 by **0630** so arrangements can be made to cover your shift.

#### 6. Endoscopy

**Call** your Charge Nurse by **0700** so arrangements can be made to cover your shift. A message can be left on the Charge extension # 2480

**\*\*\*Please call in for every shift you are scheduled, as well please contact your Charge Nurse when your able to return\*\*\***

*If you are off with a potentially infectious illness or any symptoms related to COVID-19, call the **Hotel Dieu (HDH)** Occupational Health Nurse Ext. 2265 or Ext. 3299 after 0800 to report your symptoms.*

*If you miss 4 or more shifts call **HDH** Occupational Health at Ext. 2265 or Ext. 3299. You will be required to apply for short term disability leave and/or benefits using the Application for Short Term Disability Benefits Form.*

*\*\*\*The Occ. Health Nurse can help you through the process. \*\*\**

## **Calling In Sick: Kingston Health Sciences Centre**

### **Sick leave is not intended for:**

- attending a personal medical or dental appointment (unless the test or treatment requires general anesthesia)
- caring for children, family members or pets
- tending to family responsibilities
- attending a wake or funeral (bereavement provisions may apply)
- arranging for or participating in the moving or relocation of a household
- attending a course/seminar

***Speak to your manager about other options for such situations.***