



JANUARY 2018

# Snider Schmooze



## A MESSAGE FROM DR. DAVID KESELMAN, CEO



This edition of the newsletter welcomes you to the month of January and the start of our **Emergency Preparedness awareness**.

This month will highlight the various elements and understanding of what it means to be ready for an emergency situation that can present itself in a variety of situations and circumstances. I also wanted to highlight that **December was our Infection Control awareness month**. If you missed it, it's never too late, please take a moment and orient yourself to the wide range of information and activities that took place here at the Louis Brier Home and Hospital. Infection control is the responsibility of each and every one of us, in keeping ourselves healthy, but most importantly keeping our residents safe and healthy. If you did not receive the flu vaccine, please call ahead to find out what specific precautions you need to take before coming to visit, friends and/or relatives.

This edition of the newsletter will also be closing 2017 and welcoming 2018. As many of our friends and neighbours are preparing for the holiday season, I wanted to extend a happy holiday season to everyone and hope you stay warm and safe throughout this time.

Sincerely,  
**Dr. David Keselman, CEO**

## EMERGENCY PREPAREDNESS

### January is **Emergency Preparedness Month!**

Prevention and mitigation of disasters and emergencies is key in limiting the impact of harmful situations. It is essential to be prepared to respond effectively and quickly in the event of an emergency to maximize staff and resident safety. Louis Brier experiences incidents every day that require the use of emergency codes. Therefore, it is essential for ALL staff to be prepared to respond effectively and quickly in the event of an emergency.

During the month of January, there will be lots of opportunities to:

- **Learn about your role and responsibilities during codes**
- **Learn about how to be prepared for an emergency**
- **How to communicate effectively during an emergency**
- **WIN PRIZES**

Emergency Preparedness is also a Required Organizational Practice (ROP) for Accreditation. Accreditation is looking to ensure that Louis Brier has an emergency response plan, education around emergency codes, and conducts regular drills. All of which are regular practices here at Louis Brier.

**JoAnne Fernando & Garvin Gatchalian**

Co-Chairs, Emergency Preparedness Committee

## LETTER FROM ISOBEL MACKENZIE

**B.C. Seniors Advocate Isobel Mackenzie released provincial and facility results of her office's survey of publicly subsidized residential care homes earlier this month.**

This is the most extensive survey of residents' quality of life ever conducted in Canada. The survey asked a range of questions on residents' experiences of day to day activities and care from questions about food quality and staff responsiveness to observations of physician care and social connectedness. The survey was conducted between June 2016 and May 2017. Residents' most frequent visitors, usually a family member, were also mailed surveys.

To access Louis Brier's results please visit: <https://www.seniorsadvocatebc.ca/osa-reports/british-columbia-residential-care-facilities-quick-facts-directory-2017/>

The Louis Brier team would like to thank all residents and families who participated in this survey. Your input and feedback is essential in how we coordinate and design care services. We will be reviewing these results and creating action plans on areas where we can improve and grow. Of course, your ability to give feedback does not end with this survey. Please visit our new Feedback section on the Louis Brier website to share your comments.

## RESIDENT CARE

### Safe Use of Opioids

Opioids are narcotic medications that help reduce the feeling of pain. Opioid medications are usually used to treat moderate-to-severe pain conditions. Some examples of prescription opioids include: Tramadol, Codeine, morphine, oxycodone, hydromorphone and fentanyl.



#### WHAT ARE THE SIDE EFFECTS OF OPIOID USE?

Common side effects associated with opioid use include:

- Constipation
- Nausea
- Dry mouth
- Sweating
- Dizziness

#### WHAT ARE THE RISKS OF OPIOID USE?

Many people have used opioids without problems. However, serious problems, including overdose and addiction, have happened. Here are a few tips that would help keep you safe while on opioid medications:

##### DO

- Take your medication as prescribed
- Let your doctor or pharmacist know about any side effects or concerns you may have regarding opioid use
- Safely store your medications.
- Take any unused opioids back to your pharmacy for safe disposal

##### DON'T

- Take opioids in greater amounts or more often than prescribed
- Take opioids with alcohol and other substances or medications that cause drowsiness (e.g. benzodiazepines). This could be very dangerous.
- Share your prescription opioids.
- Discard any medications in the regular garbage

#### SIGNS OF OPIOID OVERDOSE

Get immediate medical help if you or your loved one experience any of the following:

- Severe dizziness
- Inability to stay awake
- Hallucinations
- Heavy or unusual snoring
- Slow breathing rate

#### DID YOU KNOW?

In 2016, there were 2,861 apparent opioid-related deaths in Canada.

#### Nicole Encarnacion

Clinical Care Coordinator & Educator

References: <https://www.ismp-canada.org/download/OpioidStewardship/opioid-handout-bw.pdf> - accessed Dec 19, 2017  
<https://www.cdc.gov/drugoverdose/patients/index.html> - accessed Dec 19, 2017. National Report: Apparent Opioid Related Deaths in Canada (December 2017)

## RECREATION

### The Elder Voices Project

Beginning mid-January, the recreation department will be embarking on a journey with a professional theatrical exploratory group to create an intimate community gathering for residents. The process will involve approximately 17 workshops and will involve residents, some family members and a group of 4-6 professional actors. Following the 17 one-hour workshops that will take place onsite, we will offer 3 public 'sharings' (performances) in late March 2018.

Our collaborative facilitator will be Susanna Uchatius, who along with Recreation Therapist Ginger Lerner will collect, record and ultimately knit together the stories, thoughts, ideas and images of residents, staff, family and actors to create a performance collage.

All are welcome to participate (residents, family, friends, companions). If you are interested in participating, please contact Ginger, Recreation Therapist: [glerner@louisbrier.com](mailto:glerner@louisbrier.com) x 4735. Stay tuned!

#### **Edy Govorchin**

Leader Recreation, Culture, Music Therapy and Volunteers

## VOLUNTEERS

### Skilled volunteers are always in great demand at the Snider Campus.

Whereas volunteer opportunities in the past were limited to a few areas such as recreation and rehabilitation department programs, the possibilities for volunteer engagement have expanded greatly. I work closely with department leaders to determine the kind of volunteer support they require. I then look for volunteers who have the specific skill set required for the task. In addition to skill set, personality is a crucial piece of the puzzle. A shy individual with terrific organizational skills may not enjoy assisting at a noisy concert, but they could be very happy and helpful in a clerical role.



*Ellie Siden – Rehabilitation Volunteer*

We are currently designing on a recruitment process to increase our diverse reserve of skilled volunteers. We are developing multipurpose resources for use on social media and at live presentations. In the coming months I will be attending volunteer fairs at colleges and universities and networking with community organizations and partners.

If you would like more information about volunteer opportunities, please contact me.

#### **Nomi Fenson**

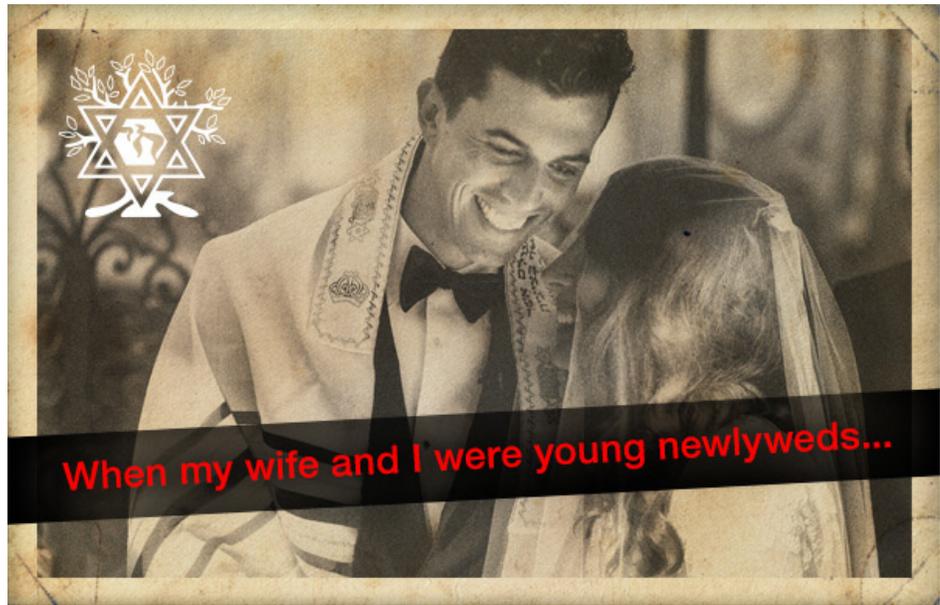
Coordinator Volunteers Services

[nfenson@louisbrier.com](mailto:nfenson@louisbrier.com) or 604-267-4736

## LOUIS BRIER JEWISH AGED FOUNDATION

### Magical Moments Occur On A Daily Basis

Music has the ability to ignite that which is healthy in an individual. It can give comfort in times of sadness and inspiration when much is lost. When asked why music therapy was important to him, one Louis Brier resident responded:



*“Music makes me happy. When I’m feeling sad music lifts my mood and makes my day better.*

*At Louis Brier we have music groups that I really like being a part of.*

*A lot of the music played in the group makes me go back in time to when my wife and I were young newlyweds. I love thinking of that time.”*

At Louis Brier we build relationships through our music therapy programs. Every day there are musical groups that welcome our residents and offer socialization, physical activity and leisure. Residents, family members and companions come from all floors to participate in our Tone Chime Choir. A mother and daughter sit together and are given the same note. They will have to work as a team to play at the same time when the conductor points to them. When this doesn’t happen, the two look at each other and begin to laugh, vowing they will get it the next time.

These magical moments occur on a daily basis here at the Snider Campus. Lighting the menorah and singing the blessing, drumming to a song you’ve known your whole life, sharing a cup of coffee and singing along to a Hebrew song your mother sang, these are just some of the ways in which music therapy enriches the lives of the residents at the Louis Brier.

The music therapy program, funded solely by the Louis Brier Foundation, offers a multidimensional program that celebrates Jewish culture and heritage. Our music program creates familiarity and continuity. Well-directed music therapy is an essential element in the transition to living comfortably in long-term care.

#### **Eva Bach**

Development Manager

Louis Brier Jewish Aged Foundation

[www.thelouisbrierfoundation.com](http://www.thelouisbrierfoundation.com)

## FIRE SAFETY

### Staff Fire Safety Training is a Must!

Our 2017 annual Fire Extinguishers Training was held on August 16th, we had a great turn out. A total of 112 staff participated compared to last years 88 staff participants. Very enthusiastic staff displayed how to use the Fire extinguisher properly. This knowledge can be applied not only at your work place but at home as well. I'm expecting to have a bigger attendance this year with the same energy from last year.



### What to do when you hear the Fire alarm?

*Nurses:* Stop what you're doing and respond to the alarm immediately!

1. Stay calm - Put vest on and pick-up walkie-talkie
2. Listen to the PA announcements regarding location and suite
3. If not clear – Please use your Walkie talkie to communicate back to receptionist to repeat area and location
4. Have staff assist with the search – Don't forget to pick-up the Fire Extinguisher
5. Report back to reception the statues of the search
6. When all is safe – reports back "ALL CLEAR"

*Searchers:* Quick sweep of the area/room including washroom to check no one is trapped inside.

- **Treat the alert as if it were a real fire.** Though you may think the fire alarm is just for practice, you should always treat it as there actually is a fire. You have to practice the drill seriously to learn the proper procedure so that when a fire does happen, you won't panic.
- **Stay calm.** Do not panic when you hear the alarm. Also, it's important to stay quiet so you can hear any instructions.
- **Close your door and windows.** When doing the search be sure to close the doors and windows. When you close the door and windows, it helps slow the fire because not as much oxygen can get in the room as quickly. It also blocks smoke and heat from entering other rooms as much.

### Garvin Gatchalian

Manager Building Services

## FROM THE BUSINESS OFFICE

Sick Time usage has been steadily increasing each month which is also increasing our Over Time costs. This is driving a significant Deficit for this fiscal year, which we all need to be concerned about.

We continue to work with Human Resources and all employees to manage our sick time and OT.

### Tony Holtzhausen

Chief Financial Officer

## HUMAN RESOURCES

### Employee Access Cards

Employee access cards have been transferred to Human Resources. Photos for access cards will be available every Tuesday between 3-3:30pm starting January 2. You may contact Willa Zimmerman at x4720 to schedule a time to have your access card photo taken. Please remember, photos cannot be taken outside this specified time.

### Assured Health

HR is currently speaking with Assured Health to finalize details with them to offer on-site Services to our staff on January 9 and 10, held in the Weinberg Classroom. We are hoping to offer 45 minute appointments. A sign up sheet will be available for all staff. Details to follow.

Please confirm with your Manager and/or Leader, prior to signing up for an appointment to ensure there is adequate coverage. If an employee schedules an appointment it is expected that they will be using their lunch/scheduled breaks for the appointment, or taking the appointment before/after their shift; employees are not permitted to take extra breaks for this appointment. This service can be direct billed for employees covered under the Pacific Blue Cross Plan.

### BCNU Posting

A reminder to LPNs and RNs that if you accept a temporary appointment you must commit to the position for the entire duration, of up to 14 months. If you are currently in a temporary position, please consider the following prior to applying to posted vacancies.

- Casual employees in a temporary position: You may apply to any regular position during the term of your temporary assignment. If you are successful, the regular position will be held for you until the term of the current temporary appointment is complete. You may not apply for other temporary positions.
- Regular employees in a temporary position: You may apply to any regular position during the term of your temporary assignment only if it is in the same unit (Unit is Louis Brier or Weinberg Residence) where your temporary assignment exists or, you may apply on any other position, outside the unit where the temporary appointment exists, within six (6) weeks of the expiration of the temporary appointment. You may not apply for other temporary positions

### LPN Registration

A reminder to all LPNs that the deadline to renew your registration was December 31, 2017. Please complete your renewal as soon as possible.

### FSEAP

Confidential assistance to help with life and work. The right help, at the right time. You and your immediate family members (Regular FT and Regular PT) are eligible to access a range of services including:

- Crisis and Personal Counselling
- Work/Life Advisory Services
- Online health and Wellness Resources

[www.fseap.bc.ca](http://www.fseap.bc.ca), 1-800-667-0993

**Sonia Cinti**

Human Resources Manager

## FOOD SERVICES

December was a month with lots of holidays, events and caterings.

It certainly was stressful for our department but we really did a good job!

Our department has successfully organized the Christmas Tea event, Chanukah holiday, Chanukah party and countless catering requests.

I would like to take this chance to thank our staff for their dedicated work in this past month. With so many changes going on within the department, I really appreciate our staff's patience and positivity. There are greater challenges to come, but I believe we can overcome it as a strong team.

**Dylan Xu**  
Food Service Department

## All about the Braise!!!

When it comes to cooking meats – those tough cuts like shoulder, shank, chuck roast – its all about the braise!

From the french word *braiser*, meaning to first sear the meat to brown and cook with liquid and simmer in oven or on stove for a long period of time. This cooking method dissolves the tough collagen into gelatin, transforming an undesired tough piece of meat into a glorious *melt in your mouth masterpiece*.

So the next time you're in the mood for some meat, give "The Braise" a try...you'll be glad you did.

Happy Cooking,  
**Chef Steve**

## WEINBERG RESIDENCE

December was a busy month for the Weinberg Residence with the festival of light, Chanukah.

For eight nights, the residents gathered with Manager, Vanessa Trester, to light the Chanukiot and sing their favourite Chanukah songs.

The residents look forward to an exciting 2018 filled with a variety of programs and activities.

For information about the Weinberg Residence, contact Vanessa at 604.267.4722 or visit [www.weinbergresidence.com](http://www.weinbergresidence.com). Check us out on Facebook: *weinbergresidence*

**Vanessa Trester**  
Manager, Weinberg Residence



*Miriam Grill, Molly Chiryk, Claire Golumbia, Sheila Cantor, Sylvia Gurstein, Susan Quastel, Rosalie Cadesky, Marvin & Rita Weintraub*

## RESIDENT & FAMILY CENTERED CARE

### How Do We Measure Quality?

At Louis Brier, we understand that continuous quality improvement is a fundamental part of being an effective organization. In order to improve the services we provide, we seek out different ways to measure quality care. Some of the ways we measure quality at Louis Brier are:

**Use of Quality Indicators** – Quality indicators are specific measures that give us an indication of how well we are providing care. Some examples of quality indicators are number of falls, and number of medication errors. Keep an eye out for quality boards being posted throughout the building.

**Feedback from Our Stakeholders** – Through the use of resident, family, and staff surveys we are able to get an indication of how satisfied these groups are with the organization. Surveys are not the only opportunity to share your feedback, please see our website for our new Compliments & Feedback section as well.

**Accreditation** – Our Accreditation survey in May 2018 is another way to judge quality. Accreditation is a “seal of approval” given by a private, independent group. Health care organizations must meet national standards, including clinical measures, in order to be accredited.

For information about this or our Accreditation survey, please contact:  
Angela Millar, [amillar@louisbrier.com](mailto:amillar@louisbrier.com) or JoAnne Fernando, [jfernando@louisbrier.com](mailto:jfernando@louisbrier.com)

**JoAnne Fernando**  
Manager, Quality and Risk

## FAMILY COUNCIL

### Welcome to Louis Brier,

On behalf of the Family Council, we would like to extend and offer support and help with making the transition to Louis Brier as positive and smooth as possible.

The family Council is a voluntary body comprised of family members whose primary focus is to advocate for the delivery of safe and quality care. The council meets regularly on a monthly basis and in collaboration with the Louis Brier’s leadership, reviews and discusses relevant opportunities to enhance the residents’ experience.

We welcome all families to join the council and hope that you will make the choice to get involved. If you are interested in joining the family council and/or have additional questions please email us at [lb.familycouncil@gmail.com](mailto:lb.familycouncil@gmail.com).

**Charlotte Katzen and Nancy Chang**  
Co-Chairs, Family Council

## TIME

Dear Residents and Readers,

Kabbalistically, mercy represents the concept of time. Time is defined as the distance between cause and effect; the separation between action and reaction; the space between deed and dividend, the span between a person's behavior and the inevitable self-imposed repercussion, the divide between crime and consequences or connecting and or not connecting. Within this gap, it is hoped that a person becomes enlightened to the senselessness of negative or unfulfilled ways, and recognizes the rewards of spiritual growth and positive unselfish behavior.

Time, however, can cause us to mistakenly believe that goodness goes unrewarded, while the not so good go unpunished. Yet time merely creates a delay, a window of opportunity in which free will can earn us fulfillment, transformation, and recognition of the cause and effect principle that is at work in our physical world. We are hit on the head lightly at first and then harder but unfortunately, we mistakenly blame others for our inflictions until we run out of rationalizations or people to blame. It is said that eventually we will all come to the same place the question for most is from what path we choose our freedom of chose, from the path of pain or joy. The power of sadness banishes the Light of the Creator from our being. It therefore behooves us all to always maintain a positive outlook and pleasing perspective especially in trying times. This is true belief and maybe the only free choose we have.

Without time, a person would be instantly punished or short circuited the moment they transgressed his or her path and lose the opportunity of earning the connection to their higher self and the Universe that guarantees infinite/endless fulfillment in the higher world to come. Without time a person would have the right to argue with the Creator that it is a rigged system and they have no freedom of chose and that they were not created in the image of God and cannot control their destiny to any extent.

Now, since perception for all of us is indeed reality, choose to believe some part of the above and experiment to see how it affects your life in a positive way. If it does, take ownership, become the creator. (small "c") There is no coercion in spirituality. At Mount Sinai at the giving of the Torah, the hidden truth for us to discover, the Creator came to each and everyone of us, as we are all decedents of these original souls and whispered in each of our ears a private and special message on how to reconnect, try to remember, start the conversation again and listen, a message and or messenger will come to confirm to help bring us the peace we richly have earned and deserve.

All the best!

**Neil Simces**  
*neil2@telus.net*

DISCLAIMER: The views expressed by Neil Simces are neither endorsed nor represents the views of the Louis Brier Home and Hospital.



## INFECTION CONTROL

**Norovirus Outbreak in Snider Campus**, Last Nov 24 to Dec 4, 2017, one of the units in the Snider Campus experienced a Norovirus Outbreak. Noroviruses are also called Norwalk-like viruses and caliciviruses. Symptoms include upset stomach and vomiting, followed by cramping, chills, fever and diarrhea.

To help stop the spread of the stomach flu, it is important to wash your hands with soap and water, especially after using the toilet, changing diapers, and before eating or preparing food. Noroviruses typically spread through contaminated water and foods, although they can also pass from person to person. Water becomes contaminated if human waste enters drinking water because of flooding or from a sewage system that isn't working properly.

You treat gastroenteritis caused by noroviruses by managing complications until it passes. Dehydration caused by diarrhea and vomiting is the most common complication. Do not use medicines, including antibiotics and other treatments, unless your doctor recommends them. If you had diarrhea caused by noroviruses, you should stay home for 2 to 3 days after your symptoms end before going back to work. This will help prevent spread of the virus.

### Lunadel Daclan

Infection Control Practitioner

*Reference: <https://www.healthlinkbc.ca/health-topics/ug2076>*

## SPECIAL ANNOUNCEMENTS

### The Louis Brier Intranet

Our campus-wide intranet will be launching this month. The intranet will be your new resource for both internal and external communications – ie. downloadable forms, education courses, access to pay stubs and T4's, and to learn about the latest and greatest news relevant to our organization. Each staff member be given their own personal login for access. **Stay Tuned!**

### Jewish Service Organizations

Linking you to local organizations that support our Jewish Community:

- [Jewish Family Service Agency \(JFSA\)](#)
- [Jewish Seniors Alliance \(JSA\)](#)
- [L'Chaim Day Centre](#)
- [Jewish Federation](#)
- [Hadassah Wizo Chapter](#)
- [Kehila Seniors – Beth Tikvah Synagogue](#)



### Jessica Bruce

Program Coordinator

### Barbara Kelley

Reception

### Myla Carpio-Pelayo

QRM Coordinator

### Devan Armour

Registered Nurse

### Mo Chen

Licensed Practical Nurse



**ACCREDITATION**  
**CANADA**



January is **Emergency Preparedness Month** at the Louis Brier.

*Plan now. Be Ready. Respond Together.*

Questions that you may have:

**What is the High Priority Criteria related to Emergency Preparedness?**

- Guideline 13.2 of the Leadership Standard, requires the organization have a disaster and emergency preparedness plan that is developed and implemented.

**Why is this important?**

- Prevention and mitigation of disasters and emergencies is key in limiting the impact of harmful situations. It is essential to be prepared to respond effectively and quickly in the event of an emergency to maximize staff and resident safety.

**What are some of our standard systems / processes that support this guideline?**

- Louis Brier has emergency code system to different events and event responses.
- Louis Brier provides on-going education to staff about procedures related to each emergency code.
- Louis Brier conducts monthly drills of the emergency codes to ensure staff have practice in performing codes procedures.

**What is your role in meeting this standard?**

- Be in compliance with the internal responsibility process around code response.
- Ensure all training that is required is up to date.
- Comply with all policies and procedures related to the Emergency Preparedness Plan.
- Assist other staff who may need direction related emergency response.

For more information about this or the Accreditation process, please contact:  
**Angela Millar** at [amillar@louisbrier.com](mailto:amillar@louisbrier.com) or **JoAnne Fernando** at [jfernando@louisbrier.com](mailto:jfernando@louisbrier.com)



## WINTER DRIVING: THE ROAD TO SAFETY

### Is Your Vehicle Ready for winter?

Winter has arrived, and with it comes the challenging road conditions. Ensuring your vehicle is ready for winter is the first step in ensuring safe driving practices. Here is a checklist to make sure your car is ready:

- Ensure you have winter tires and check the tire pressure
- Have a maintenance check-up
- Check your lights (front and rear)
- Check your wipers
- Make sure your gas tank is sufficiently full
- Top up your windshield washer fluid



### WINTER DRIVING SURVIVAL KIT

It's a good idea to keep a winter survival kit in your vehicle. Ensure you have the following: Ice Scraper/Snowbrush, Shovel, Sand/Kitty Litter or other traction aid, Tow rope or chain, Booster cables, Road Flares or Warning Lights, Flashlight and extra batteries, First Aid Kit, Extra Clothing and Blanket, Candles, matches or a lighter, Fire extinguisher, Small tool kit, Non-perishable energy food – ie. granola bars, water.

### HOW YOU SHOULD PREPARE YOURSELF FOR WINTER DRIVING

- Plan your driving in advance.
- Avoid driving when fatigued.
- Contact your provincial "Road Reports" to get updates regarding road conditions in the region to which you are going.
- Where ever possible, postpone the trip when the weather is bad.
- Check weather conditions for your travel route (and time) before you begin driving.
- Plan your arrival time at a destination by taking into account any delays due to slower traffic, reduced visibility, roadblocks, abandoned automobiles, collisions, etc.
- Inform someone of your route and planned arrival time.
- Choose warm and comfortable clothing. If you need to remove outdoor clothing later while driving, STOP the vehicle in a safe spot.
- Warm up your vehicle BEFORE driving off. It reduces moisture condensing on the inside of the windows.
- NEVER warm up your vehicle in a closed garage.
- Remove snow and ice from your vehicle. It helps to see and, equally important, to be seen.
- Wear sunglasses on bright sunny days.
- Bring a cell phone if you have one but do not leave it in the car as the battery will freeze.

### WHAT SHOULD YOU DO IF YOU START TO SKID?

1. Above all DO NOT PANIC!
2. Look where you want your vehicle to go and steer in this direction.
3. DO NOT BRAKE! Take your foot off the brake if your vehicle starts to skid while braking.
4. DO NOT ACCELERATE!



# SICK TIME

## OUR SICK BANK IS PRECIOUS USE IT WISELY IF YOU ARE ILL OR INJURED

STAY HOME	DECREASE	ALTERNATIVES	AFTER 20 UNPAID DAYS	55% OF YOUR SALARY	SHORT TERM DISABILITY INSURANCE	6 MONTHS WORTH	WHEN NOT TO USE SICK TIME	FULL TIME PERMANENT EMPLOYEES	PROOF OF ILLNESS
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**Stay home and** seek medical attention when ill.

**Every time you** use a sick day, you decrease your sick hours bank.

**Alternatives to** sick time are outlined in your collective agreement.

**After 20 unpaid** days, you are responsible for paying your own benefits, which could be over \$400 a month.

**If your sick bank** is empty, Medical EI only covers 55% of your salary. It takes 28 days before you receive your first payment.

**Your sick bank** is your short term disability insurance and provides income during the long term disability qualifying period.

**You need 6** months worth in your sick bank to pay you until long term disability kicks in. That can take over 5 years to earn!

**When not to** use sick time:

- Time off to care for children and other loved ones
- When vacation is not approved
- Poor weather

**Full time,** permanent employees earn 1.5 days/month of sick time to a maximum of 18 days/year.

- HSA: 1170 hrs (156 days)
- BCNU: 1170 hrs (156 days)
- HEU: 1170 hrs (156 days)

**Proof of illness** may be required.

- BCNU: 3 days
- HEU: due to excessive absenteeism, notable patterns and legitimacy of claim
- HSA: employees who are absent may be required to prove sickness

