



POLICY NO: 206

CATEGORY: SICK LEAVE

DATE OF APPROVAL: MAY 27, 2013

DATE OF REVIEW: November 3, 2022

A full-time employee shall earn sick leave credits at the rate of one and one half (1 ½) days for each calendar month, cumulative to a maximum of one hundred and twenty days.

Sick leave will not be earned once an employee has been absent for more than 7 consecutive days and while an employee is on WCB, maternity, short term or long-term disability.

A full-time employee is eligible for sick leave with pay when unable to perform duties or any available work because of illness or injury, provided that:

- a) the employee satisfies the employer of his condition in such manner and at such time as may be determined by the employer, and
- b) the employee has accumulated necessary sick leave credits.

For illnesses or injuries lasting more than three (3) days the employee is required to present a signed statement from his/her doctor describing the nature of illness or injury and stating that because of the same the employee is unable to perform duties or any work available.

Full-time employees whose illness exceeds seven consecutive days shall apply for short term disability/workers compensation.

When a full-time employee is unable to perform his duties or any available work due to illness or injury and has no earned sick leave to his credit, the employer at its discretion may grant leave of absence without pay. The total period of such sick leave whether paid or unpaid shall not exceed a maximum of one (1) complete year from date of commencement of said leave.

An employee shall advise his supervisor as soon as possible of sick leave absenteeism prior to the start of his regular work shift.

A full-time employee is eligible for sick leave with pay when unable to perform duties because of illness or injury to spouse and/or children provided that:

- a) the employee has accumulated necessary sick leave credits,



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- b) the employee satisfies the employer with a proper document supporting and justifying the request for use of sick leave credits for illness or injury to spouse and/or children

The period of sick leave used for medical appointments shall be calculated from the time of departure to the time of return to the employees' regular place of work. Travel time for out-of-town appointments shall be allowed during regular hours of work only when absolutely required prior to and following appointments.