



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P3
SECTION: PERSONNEL POLICY	POLICY TITLE: SICK LEAVE

### 1. APPLICATION

1.1. This policy applies to all permanent full time, part-time, term, and seasonal employees of the municipality.

### 2. POLICY INTENT

2.1. The primary intent of sick leave is to provide permanent employees and probationary employees who are in positions that will become permanent after the completion of a probationary period, with a measure of protection against loss of earnings during short-term periods when, due to unexpected illness, they are unable to perform assigned duties and responsibilities. Payment of sick leave benefits shall not be made for accumulated sick leave if an employee terminates their employment with the Municipality for any reason other than retirement. Sick leave benefits relating to retirement are covered under a separate clause in this policy. Sick leave will not be granted in circumstances where *Workers' Compensation* or *Employment Insurance* benefits apply.

### 3. ENTITLEMENT TO LEAVE

- 3.1. All permanent, probationary, and term employees may be granted sick leave to the extent of their earned benefits from the first day of employment.
- 3.2. Seasonal employees are not entitled to paid sick leave during the first six months of employment. During this period, leave without pay may be granted during any period of illness of five working days or fewer. The Chief Administrative Officer has discretionary authority to approve a leave of absence without pay for up to one month during the initial six months of employment, provided the request is supported by appropriate medical evidence.
- 3.3. Following completion of six months continuous employment, seasonal employees are eligible to be granted sick leave in accordance with all other provisions of this policy.
- 3.4. Should a term or seasonal employee be rehired in another or same position (permanent, term, seasonal) within a year of their employment being ended, the employees sick time accumulation shall be transferred over in the employee new or same position.

### 4. PROOF OF ILLNESS



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4.1. Proof of illness may be required for a period over five consecutive working days or if the employee has already had two absences of five or fewer working days in the previous 12 months, an appropriate medical certificate or other form of verification from medical authorities may be required by the supervisor or HR designate.

## 5. ACCUMULATION AND USE OF SICK LEAVE

5.1. Sick leave credits are accumulated monthly. The accumulation and deduction are as follows:

- Employees working in accordance with the four-day work week policy shall accumulate sick leave credits at 13 hours per month. Deduction of sick days shall be treated in the following manner: if the period is ½ day or less, it is treated as 4 hours and 15 minutes. If the period is more than ½ day but less than one full day, it is treated as 8.75 hours.
- Employees on a five-day work week shall accumulate sick leave credit at 10 hours and 30 minutes per month. Deduction of sick shall be treated the following, if the period is ½ day or less, it is treated as 3 hours and 30 minutes. If the period is more than ½ day but less than one full day, it is treated as a full day (7 hours).
- Staff on a pro-rated five-day work week shall also accumulate sick leave credit at 10 hours and 30 minutes but shall be pro-rated for days worked. Deduction of sick shall be treated the following: if the period is ½ day or less, it is treated as 3 hours and 30 minutes. If the period is more than ½ day but less than one full day, it is treated as a full day.

5.2. All staff have a maximum sick time accumulation of 840 hours. However, prorated five-day employees would have their maximum sick time accumulated prorated based on their hours of work per week. The accumulation of sick leave credits will be interrupted during any period that an employee is granted leave without pay as provided under article 6.3, or when an employee has been suspended for a period of time from duty.



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5.3. Sick leave accumulation for new hires or employees granted unpaid leave mid-month shall be prorated.

## 6. OTHER MATTERS

6.1. *Advance of sick leave:* sick leave for permanent employees may be granted up to a maximum of 12 working days (105 hours for a four-day work week employee and 84 hours for a five-day work week employee). If an employee has insufficient accumulated sick leave to cover the period of illness but can reasonably be expected to be able to return to work within a short time, sick leave advanced in this manner will be deducted from credits that are subsequently earned by the employee upon return to work, before any further accumulation can take place.

6.2. *Overdrawn sick leave:* overdrawn sick leave must be recovered if an employee leaves the Municipality's employment for any reason. The value of overdrawn sick leave will be calculated at the employee's rate of pay in effect immediately prior to separation and is to be deducted from any sum of money owed to the employee. If overdrawn leave exceeds the amount owed to the employee, such excess may be repaid in instalments over a period of not more than 6 months.

6.3. *Leave without pay:* In circumstances where an employee has insufficient accumulated sick leave credits to cover the period of illness, leave without pay may be granted by the Chief Administrative Officer.

6.4. *Pregnancy:* prior to commencement of maternity leave, sick leave may be granted to an employee for illness resulting from complications associated with pregnancy, excluding delivery. Sick leave may also be granted in the unfortunate event of a miscarriage or stillbirth.

6.5. *Statutory Holidays:* during a period of approved sick leave, statutory holidays are to be considered granted to the employee and are not deducted from accumulated sick leave.

## 7. EMPLOYEE RESPONSIBILITIES REGARDING MEDICAL APPOINTMENTS

7.1. All medical, para-medical, and dental appointments are to be scheduled outside of the employee's normal working hours. In any case where this is not possible, employees are to use sick time, vacation time or overtime in order to attend any appointments during normal working hours. This time will be recorded in hours. The Municipality encourages employees to



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schedule appointments on their days off. Any personal appointments would need to be taken as vacation time, overtime, or unpaid time off.

## 8. SPECIAL PROVISIONS FOR RETIRING EMPLOYEES

8.1. It is the Municipality's intent to recognize employees who upon the date of proposed retirement from their position, will have accrued sick leave entitlement of between 1 and 840 hours. Accordingly, retiring employees who, as of their final working day, have accrued sick leave entitlement will be provided with a one-time only retirement benefit. This benefit will be calculated as follows:

8.1.1. Four-day work week employee: one day's salary for every 52.5 hours of accrued sick leave entitlement to a maximum of 16 days salary. Accrued sick leave entitlement to be rounded to the nearest day increment.

8.1.2. Employees working seven hours day: one day salary for every 42 hours of accrued sick leave entitlement to a maximum of 20 days.

8.2. Retirement, for the purpose of this policy, means ending one's employment with the Municipality and drawing upon pension benefits as provided under the Municipality's Pension Plan.

8.3. Accrued sick time will not be paid out if an employee is dismissed.

## 9. RESPONSIBILITIES UNDER THIS POLICY

9.1. Municipal Council has responsibility for initial approval of this policy and for any future changes, additions, or deletions.

9.2. The Chief Administrative Officer or designate has authority to approve sick leave. The Chief Administrative Officer also has discretionary authority to grant special sick leave in accordance with this policy and to seek Municipal Council's approval to extend sick leave beyond the terms of this policy, provided that special and extenuating circumstances are considered to exist.

9.3. Department heads or supervisors are responsible for ensuring conformance with this and other relevant policies of the Municipality, determining that adequate accumulated sick leave exists, obtaining medical certificates as required, and deciding on application for sick leave within the scope of authority delegated to them. Department heads or supervisors are also responsible to



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SECTION: PERSONNEL POLICY	POLICY TITLE: SICK LEAVE

ensure sick leave is appropriately documented and the employee responsible for payroll receives appropriate notification and copies of relevant documents.

- 9.4. The employee, or someone acting on behalf of the employee is responsible for notifying the employee's supervisor immediately of the need for sick leave and the reason for the absence. The employee is also responsible for providing any proof of illness required under the provisions of this policy.

**ADDITIONAL NOTE:**

*\*\*The Municipality provides cost-shared insured benefits program for employees, including a long-term disability program. Participation in the long-term disability program is a condition of employment for permanent full-time and part-time employees.*

*\*\*Employees should be mindful that there is a four-month elimination period under the long-term disability program. There may be some circumstances where an employee is eligible for certain benefits under the Employment Insurance Act of Canada during the elimination period. However, it is advantageous for every employee to limit use of sick leave in order to maximize the amount of short-term earning protection available. For example, a typical employee using only one sick day per year will only reach the maximum sick leave accumulation after about 7 years of continuous employment.*

*\*\* Because of the implementation of the four-day work week policy (June 1, 2022) the policy has been amended to hours from days. Therefore 120 days has been translated to 840 hours and the 1.5 accumulated days has been changed to 13 hours for four-day work week employees and 10 hours and 30 minutes for five-day work week employees.*



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	November 4, 2002
Date of Passage of Current Policy	November 12, 2002
Date of Notice: Version 2	September 14, 2023
I certify that this policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date

Version Log		
Version #	Amendment	Date
1	Original Policy	January 1988
2		December 13, 1988
3	Changes to incorporate new process and regulations and accumulation rate and maximum amount.	November 12, 2002
4	Updates to align with the Four-Day Work Week Policy	