

EMPLOYEE SICK LEAVE POLICY

1. Sick leave shall be defined as the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, disabled or because of an accident for which compensation is not payable under the Worker's Compensation Act.
2. Under the definition of sick leave, dental, medical, orthodontic or optometric appointments shall be included. Travel days to accompany a spouse or child to medical appointments shall also be included.
3. Sick leave shall become effective immediately after being hired with sick days being accumulated at a rate of 1 ¼ days per full month worked to a maximum of 15 days in any given calendar year. This policy shall apply to all full and part-time employees.
4. Employees claiming to be sick, may be required to supply a doctor's certificate after 3 days absence, and, at the discretion of council, be required to produce a doctor's certificate at any point in time.
5. In the event of family illness, the employee shall be considered on an individual basis and council shall make the decision whether this period shall be with or without remuneration depending on the circumstances.
6. The municipality agrees to pay the salaries of employees during the 14 day waiting period required by Worker's Compensation/Disability Benefits. These sick days will be deducted from the accumulated annual sick leave.
7. Sick leave does not accumulate from year to year and will be zeroed out at the end of each calendar year.
8. Employees will start to accumulate sick days immediately after their three month probationary period.

Policy Adopted 2012