

## **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 dependent to medical appointments shall also be included.
3. Sick leave shall become effective immediately after the three-month probation period after being hired, with sick days being accumulated at a rate of 1 ¼ days per full month worked to a maximum of 7 days in any given calendar year. If an employee requires more than 7 consecutive days for sick leave, either earned personal days are to be used, or you will be placed on short term disability. If you require more than the banked sick days, it would be considered leave without pay. This policy shall apply to all full and part-time employees.
4. A physician's statement will be required by the employer for sick leave beyond one day at Council's discretion. At no time will sick leave be paid beyond the required waiting period for Worker's Compensation or Short-Term Disability
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. Sick leave does accumulate from year to year and will be carried forward to the next calendar year.

Policy Adopted 2012

Revised 2019

Revised 2022