

Sick Leave

Original Implementation Date	April 1, 1996		
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

1 - Business Practice Name

Sick Leave

2 - Purpose

Sick leave is available to employees who are medically unable to work due to sickness or injury. Employees who are eligible for group insurance benefits accumulate sick leave credits of 1.5 days per month up to a maximum accumulation of 150 days. (Part-time accumulation is prorated on an hourly basis.) Sick leave is not available for any absence compensable under WCB.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

Employees are expected to make every effort to schedule their medical appointments outside of normal work hours. When this is not possible, and at the discretion of their supervisor, an employee may be granted time off with pay as discretionary leave, or make up lost time by mutual agreement.

Supervisors may require medical certification to substantiate a claim for sick leave and medical certification of fitness to return to work following an absence. Any costs associated with such certification requirements are the responsibility of the employee. Under exceptional circumstances, an employee with more than two years of service who has exhausted his/her sick leave credits, and other leave credits, and who has applied for LTD may, at the sole discretion of the Director or designate, be granted discretionary paid sick leave for some or all of the period until the LTD benefit commences, or is denied. If granted, such sick leave will be recovered at the rate of three quarters (3/4) of a day per month of sick leave accumulated following the employee's return to work.

4 - Contact

HR Business Partners