



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-009

Policy Title: Sick Days

Policy Objective:

The purpose of this policy is to provide an outline for employee sick days.

Authority: (Bylaw#, Resolution date/#)
Council Resolution February 4, 2013

Policy:

This policy applies to all the administrative employees. Municipal employees in the bargaining unit would use the sick leave provisions in their collective agreement.

ACCRUAL

Employees will accrue (seven) 7 days (1.01 hours/week) of sick days per year. Upon hire sick bank will be prorated from start month to year end. Unused sick days may be rolled over in to subsequent years to a maximum of (twelve) 12 days. Sick days have no monetary value and no compensation is provided at the end of an employees' tenure with the Municipality. In the event employment is terminated and sick time taken has exceeded the total hours earned to date, the amount owed will be deducted from the employees' final pay.

Sick days may be used for:

- Personal illness not covered by Workers Compensation.
- Medical or Dental appointments - time will be deducted in proportion to what is used.
- Sickness in the immediate family.
- Partner or staff member who is pregnant or if the staff member is adopting a portion of sick leave may be used within the month before or after the birth or adoption.

REPORTING

- Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reasons for absence.
- After an absence of five (5) days, the employee must provide a medical note.
- Any employee that fails to report an absence, and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action up to and including termination for job abandonment.

If an absence due to illness or injury continues beyond the total number of accrued calendar days of sick time, the employee may qualify for EI or disability benefits.