



POLICY

SECTION: HUMAN RESOURCES

NO: HR-SL-01

REFERENCE: Sick Leave

Date: March 31, 2020

**Next Review Date:
March 2022**

TITLE: Sick Leave

1. 0 Non Union Employees

1.1 This policy applies to permanent non union employees of the Corporation of The City of Dryden.

1.2 Effective May 17, 2010, a new employee will have his/her account credited with up to eighteen (18) sick leave days for their first year of employment. The Sick Leave credit will be based on an eight (8) or seven (7) hour per day depending upon the employee's work schedule. There is no further accrual of sick leave credits during this period, and only the balance (if any) of unused sick leave credits will be carried forward to their sick leave bank at the beginning of their second year of employment.

1.3 Sick Leave Credit:

All further Sick Leave credits in addition to 1.2 above, will accrue to employees at the rate of one and one half (1-1/2) days per month. Effective September 1, 2020 the maximum amount of sick leave credits will be capped at two hundred and sixty (260) days.

Employees with sick leave credits over the two hundred and sixty (260) days will have the credits frozen at their value on September 1, 2020 and no further accumulation will occur until the credit drops below two hundred and sixty (260) days.

1.4 Sick Leave entitlement is 100% Employer Paid.

2.0 Qualifications

2.1 To qualify for payment of sick pay, an employee must:

- (a) Have an established sick leave credit;
- (b) An employee who, because of illness or injury, is unable to report for duty, shall give notice of such fact to his/her Manager/Supervisor or other designated person prior to his/her normal starting time (except where the circumstances make it impossible to so report);
- (c) Be suffering from illness or injury that is not compensable under the Workplace Safety and Insurance Board;
- (d) Return to work as soon as possible following recovering from the illness or injury;
- (e) Furnish a certificate signed by a duly qualified medical practitioner certifying that during such period such employee was unable to perform his duties due to personal illness, if so requested to do so.
- (f) Employees who become eligible for sick leave prior to or during a scheduled vacation period do not qualify for sick leave until the first scheduled workday of the week following notification to management of the eligibility for sick leave.
- (g) When an employee is off work on sick leave, Group Insurance benefits (Semiprivate, Dental, Drugs, Life Insurance, Long Term Disability) are continued as if the employee were at work, so long as there is sufficient sick leave credit to cover the time off.
- (h) After thirty (30) days, if sick leave credit expires and the employee is still off ill or injured, Group Insurance benefits are continued only if the employee agrees to reimburse the employer for the full cost of all premiums.
- (i) Once all sick leave credits have been used, benefits will be continued on a full reimbursement basis for a period of time not to exceed 30 months following the first day of the sick leave.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (j) When an Employee is absent from work due to illness or injury for a period in excess of one hundred and fifty (150) working days in any entitlement year, that Employee's sick leave credit entitlement (after the 150 days) shall be pro-rated to actual days worked. This is based on regular accrual of sick leave.

4.0 Long Term Disability

- 4.1 If the employee qualifies for Long Term Disability, then benefits will be continued on a full reimbursement basis for a maximum of twenty-four (24) months from commencement of the Long-Term Disability benefits.

5.0 Relationship of Sick Leave and Vacation

- 5.1 Sick leave is not to be used for vacation.
- 5.2 Corporation policy with respect to the relationship of sick leave and vacation leave is as follows:

In general, vacation leave is not to be used for sick leave, nor sick leave for vacation leave, but,

- (a) At the discretion of management and, on request of the employee, vacation time, previously accumulated lieu time and travel time may be utilized to continue wages for an employee when sick leave is insufficient for this purpose (totally used up).

6.0 Sick Leave Account at Retirement

- 6.1 Effective September 1, 2018, where an employee retires with:

- (a) A sick leave bank of one hundred and fifty (150) to one hundred and seventy-five (175) sick days, they shall be paid out 1.5% of the total banked days at their applicable rate of pay.

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- (b) A sick leave bank of one hundred and seventy-six (176) to two hundred (200) sick days, they shall be paid out 2.0% of the total banked days at their applicable rate of pay.
- (c) A sick leave bank of two hundred and one (201) to two hundred and twenty-five (225) sick days, they shall be paid out 2.5% of the total banked days at their applicable rate of pay.
- (d) A sick leave bank of two hundred and twenty-six (226) sick days or more, they shall be paid out 3.0% of the total banked days at their applicable rate of pay.

History			
Approval Date:	November 15, 2010	Approved by:	By-law 3834-2010
Amendment Date:	August 27, 2018	Approved by:	Council By-law 4575-2018
Amendment Date:	June 22, 2020	Approved by:	By-Law 4743-2020
Amendment Date:		Approved by:	

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