

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 16 SICK LEAVE

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to provide protection against loss of earnings due to short term illness of the employee.

Policy Objectives

This policy shall apply to regular, full-time, non-union employees and regular part-time employees.

Policy Directions

1. Sick leave shall be granted with pay in any year as follows:
 - (A) Regular part-time employees shall be granted up to six days per year for scheduled workdays missed after completing six months of employment.
 - (B) New regular full-time employees shall be granted up to one and one-half days per month of completed service in the first twelve months of employment. This provision shall apply to all employees with less than one year service at the time of Council's approval of this policy.
 - (C) Regular full-time employees shall be granted up to sixteen (16) weeks, after completion of twelve months of employment. No employee shall be entitled to more than sixteen weeks sick leave for the same illness in a twelve month period. Time off for medical appointments shall be counted as though it were sick leave.
2. For long term illness, the Chief Administrative Officer may require an employee to apply for long term disability benefits.

3. Employees who are not entitled to long term disability benefits may appeal to Council, in writing, for further coverage.
4. Sick leave benefits will be paid only for excused absences and for times the employee would normally be scheduled to work.
5. The employee is required to advise his/her immediate supervisor that he/she is unable to work prior to his/her scheduled work shift or the regular workday commences.
6. A doctor's certificate may be required after three (3) days absence. The doctor's statement should outline the general nature of the employee's illness and when he/she may return to work. An employee returning to work after an illness, may be required to be examined by a physician and present a physician's statement substantiating that he/she may return to work.
7. An employee returning to work after an illness must notify the Department Head as soon as possible so that any necessary scheduling adjustments can be made.
8. Regular or frequent sick leave absences may result in the employee being required to attend a doctor of the Region of Queens Municipality's choice for a medical examination.
9. The Sick Leave Granted form contained in the personnel policy manual is to be completed by the employee and forwarded to the Chief Administrative Officer by the Department Head.

REGION OF QUEENS MUNICIPALITY
SICK LEAVE GRANTED

1. Employee's Name _____

2. Dates of Leave

From _____ To _____ Days _____

3. With or Without Pay _____

4. Nature of Illness

Signature of Employee

Date

Supervisor's Comments

Signature of Supervisor

Date