

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Policy

Section: 3.0 Human Resources

Policy: Sick Leave

Policy By-Law:

Date:

Revision:

Coverage:

This policy shall apply to all non-union employees of the Municipality of Arran-Elderslie, union employees are subject to the terms and conditions in their respective collective agreements.

Policy Statement:

The Municipality of Arran-Elderslie will establish a Sick Leave Policy to ensure that staff are able to maintain a level of income in the event of an illness or injury that requires the employee to be absent from work.

Legislative Authority:

Employment Standards Act (ESA)

Contents:

In lieu of a short-term disability plan, the Municipality of Arran-Elderslie will provide all regular non-union full-time employees salary continuance provisions protect its employees from financial hardship in the event of legitimate, substantiated illness or accident or personal emergency in the form of Sick Leave. This benefit is designed with the employee as priority, but we do recognize the need to assist our children and spouses at times.

This policy may be applicable for medical appointments, for self, children, or spouse; subject to approval and availability. It is encouraged that such appointments be booked on your own time, or as close to the beginning or end of work day where possible.

Sick leave is not transferable to any other benefit.

1.0 Sick Leave

- 1.1 Each eligible employee shall receive one (1) sick day or sick leave each month. Within the first year of employment, time shall be pro-rated accordingly. Subsequent years will be in accordance of one (1)

day each month.

- 1.2 Sick leave must be used in blocks of not less than one (1) hour
- 1.3 The unused portion of annual earned sick leave days shall be accumulated, to a maximum total of 240 days.
- 1.4 50% of accumulated sick leave is payable if the employee quits, is laid off, terminated, retires or the employee passes away.
- 1.5 All payment of sick leave shall be on the basis of the employee's regular hours of work.
- 1.6 The Municipality will prepare for each employee an annual statement of sick leave.

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