

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-2(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1989 10 04
		<u>Previous Policy:</u>	1997 01 01
		<u>Current Policy:</u>	2003 01 01 – In House 2012 01 06 – In House 2012 05 01 – In House 2015 03 27 – In House

Title: **Sick Leave Entitlements**

Purpose: To establish Sick Leave Entitlement Guidelines for Town of Stettler non-union employees.

Policy Statement: Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Workers' Compensation Act, providing the accident did not occur while employed at another job.

A regular part-time employee must work a minimum of 28 hours per week in order to be eligible for sick leave benefits.

Amount of Sick Leave

Sick leave shall be accrued by employees on the basis of one (1) day for each month of service. An employee shall be entitled to an accrual up to one hundred twenty (120) days of all the unused portion of sick leave. An employee can utilize vacation or time-in-lieu for such time needed once accrual is exhausted.

Permanent employees with five (5) years or more of service, who use all of their accumulated sick leave in relation to a Long-Term Disability Claim, will be allocated ten (10) days of accrued sick leave upon their return.

Permanent employees with ten (10) years or more of service, who use all of their accumulated sick leave in relation to a Long-Term Disability Claim, will be allocated twenty-five (25) days of accrued sick leave upon their return.

Proof of Illness

An employee may be required to produce a certificate from a qualified medical practitioner for any illness, certifying that such employee is unable to carry on their duties due to illness, and the employee shall be required to sign the Employer's Statement of Illness report. The Employer is entitled to obtain a second medical opinion at Town of Stettler expense if it so desires.

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Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., the employee shall not receive sick leave credit for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such leave or lay-off.

Sick Leave Without Pay

Sick leave without pay shall be granted to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay is granted up to thirty (30) days.

Sick Leave Records

A record of all unused sick leave will be kept by the Employer. An employee is to be advised on application, of the amount of sick leave accrued to their credit.

Sick Leave Incentive

Employees are not expected to attend work when illness or injury would prevent the employee from performing their job. However, employees that do not use more than three (3) days sick leave in a calendar year shall receive a twenty-five dollar (\$25.00) gift certificate.

Sick Leave upon Retirement

Employees that retire and start drawing their funds from the Pension plan, shall receive from the Town of Stettler a pay-out of their accumulated sick bank based on the following:

- After fifteen years of service – 10% pay-out of accumulated sick days.
- After twenty years of service – 15% pay-out of accumulated sick days.
- After twenty-five years of service – 20% pay-out of accumulated sick days.
- After thirty years of service – 25% pay-out of accumulated sick days.

Personal Leave

Employees shall be granted up to forty (40) hours personal sick leave from the Employees Sick Leave, in a payroll year, where care is required for an immediate family member during illness, surgery, medical appointments/treatments, convalescence, or to visit an immediate family member who has a critical illness.