

HR-25	SICK LEAVE		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1999, 2003, 2006, 2011, 2012, 2016, 2018, 2021	NEXT REVIEW	2026

1. PURPOSE

To set out the terms and conditions of sick leave for employees requiring absence from work due to illness, injury or other health-related matters.

2. SCOPE

This policy applies to Library employees.

3. DEFINITIONS

Nil.

4. SICK LEAVE

- a. Sick leave means a period of time when an employee is absent from work with or without pay by virtue of illness, injury, quarantine, or under examination or treatment by a medical/dental professional, or because of an accident for which compensation is not payable under the *Workers' Compensation Act*.
- b. Illness includes, but is not limited to, any mental or physical disability which incapacitates the employee to such an extent that they cannot carry out their regular duties. Injury is an accidental bodily injury which incapacitates the employee to such an extent that they cannot carry out their regular duties.
- c. After 90 days of employment, Full-Time Employees will earn and accumulate 15 days of sick leave per year, to a maximum of 120 days. In the first year of employment, sick leave will be pro-rated to the number of eligible months worked.
 - i. Regular Part-Time Employees will earn and accumulate sick leave at a rate proportional to Full-Time Employees.
 - ii. Temporary and Casual Employees are paid sick leave in accordance with the *Employment Standards Act*.
- d. Proof of sickness or injury may be required for an absence in excess of 3 consecutive work days.
- e. The sick leave bank acts in lieu of a short-term disability benefit.
- f. The sick leave bank is intended to act as a bridge for employees required to go on long term disability. If the employee has not accumulated the full 120 days of sick leave, the employer will support the employee in applying for available government benefits to bridge the gap.
- g. After 15 years of service, a Regular Employee leaving the employ of the Library will be paid out the equivalent of 25% of their accumulated sick leave.

RELATED POLICIES

HR-26 Leaves of Absence