
Procedure Title: Sick & Emergency Leave
Policy: 1900-17
Adopted: May 13, 2014
Amended:



POLICY STATEMENT:

The Village of Mannville believes that it is necessary and advantageous to be able to grant leave to its employees from time to time due to illness, or a non-work related injury, to attend medical appointments and to tend to immediate family members when they are sick. To establish how and when sick leave is granted to employees for illness or a non-work related injury, to attend medical appointments, and to attend to immediate family members when they are sick.

GUIDELINES AND PROCEDURES:

When the nine days' compassionate leave has already been utilized in a calendar year, the employee may be entitled to the benefits of employment insurance, sick leave or short-term disability. Each full-time permanent employee shall be entitled to one (1.0) day of sick/emergency leave with pay per month of service.

Sick/emergency leave shall accumulate to a maximum of twelve (12) days per year for full-time employees.

Each employee who is absent from duty due to casual illness, or to attend to medical appointments or tend to immediate family members shall communicate daily the reason for his/her absence to his/her supervisor or Chief Administrative Officer at least one hour prior to the commencement of his/her regular hours of work.

All part-time permanent employees shall be entitled to sick/emergency leave with pay prorated at one (1.0) day per 30 FTE days worked.

Sick/emergency leave shall accumulate to a maximum of six (6) days per year for part-time employees.

Temporary employees are not entitled to sick/emergency leave with pay.

Employees requiring sick/emergency leave shall contact their supervisor as soon as possible, indicating the reasons for absence and an expected return to work date. In the case of the Chief Administrative Officer, the Mayor or in his absence, the Deputy Mayor, must be notified.

A medical certificate shall be required by the Chief Administrative Officer for an absence of three (3) or more consecutive days. In the case of the CAO, a medical certificate, after three (3) or more consecutive days shall be provided to the Personnel Committee.

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Any employee that fails to report an absence, and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action up to and including termination of employment for job abandonment.

Sick/emergency leave days have no monetary value and no compensation will be provided at the end of an employee's tenure with the municipality.

Any time taken off for sick/emergency leave will be deducted from the days accrued.

Sick/emergency leave shall not be accrued during leaves of illness, leaves of absence; non-work related accident-caused leave or lay off.

Sick/emergency leave credits shall accrue during sick leave for work-related injury or illness, during the period the employee is not receiving supplement from Workers' Compensation Board or from a short- or long-term disability plan.