
Procedure Title: Sick/Emergency Leave Policy
Policy: 1900-17
Adopted: May 13, 2014
Amended: February 20, 2024



Policy:

To better align with human resources best practices, the Village of Mannville will provide a greater flexibility for employees to take time off from work for medical reasons.

Purpose:

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.

1.0 Definitions

- 1.1** 'Immediate family' means spouse, including common-law spouse, son, son-in-law, daughter, daughter-in-law, stepson, stepdaughter, mother, father, stepmother or stepfather, mother-in-law, father-in-law.
- 1.2** 'Full Time Permanent Employees' - those employees working a minimum of 30 hours per week.
- 1.3** 'Part Time Permanent Employees' - those working a minimum of 7.5 hours per week on a permanent basis.
- 1.4** 'Permanent Basis' - a regular weekly employee working the same hours every week.
- 1.5** 'Temporary/Seasonal Employees' – an employee who is employed for a preset length of time, not to extend more than six (6) months per annum.

2.0 Procedures

2.1 Sick/Emergency Leave - Full-time Permanent Employees

- 2.1.1** Each full-time permanent employee shall be entitled to one (1.0) day of sick/emergency leave with pay per month of service.
- 2.1.2** Sick/emergency leave shall accumulate to a maximum of twelve (12) days.
- 2.1.3** 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.

2.2 Part-Time Permanent Employees

- 2.2.1** 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.
- 2.2.2** Sick/emergency leave shall accumulate to a maximum of six (6) days.

2.3 Temporary Employees

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

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3.0 General

- 3.1** Employees requiring sick/emergency leave should 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.
- 3.2** 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.
- 3.3** It is the employee's responsibility to provide reasonable notification to their supervisor where possible in advance of taking sick/emergency leave. If reasonable notification has not been provided, which is to be determined at the sole discretion of the Village, management may require the employee to take the time off as unpaid leave.
- 3.4** 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.
- 3.5** Medical days will be tracked on a payroll monthly.
- 3.6** Medical days will not be carried over to the following year and the Village will not pay employees for any unused sick/emergency leave days.
- 3.7** 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.
- 3.8** Any time taken off for sick/emergency leave will be deducted from the days accrued.
- 3.9** Sick/emergency leave shall not be accrued during leaves of illness, leaves of absence; non-work-related accident-caused leave or lay off.
- 3.10** Any employee exhausting their medical days in the calendar year must use accrued overtime and/or vacation hours should they require additional hours to be used for medical time off.
- 3.11** 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.
- 3.12** Employees who do not use any medical days in a calendar year will receive one (1) extra day of holiday time. The Employee will receive this holiday day in the first month of the next calendar year.

4.0 End of Procedure