

<b>MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL</b>	<b>REFERENCE NUMBER</b> <u>15</u>
<b>SECTION</b> : <b>EMPLOYEE BENEFITS</b>	<b>SUBJECT:</b> <b>SICK LEAVE</b>

## 1. APPLICATION

1.1. This policy applies to all permanent employees of the Municipality.

## 2. POLICY INTENT

2.1. The primary intent of sick leave is to provide permanent employees, with a measure of protection against loss of earnings during short-term periods when, due to unexpected illness, they are unable to perform assigned duties and responsibilities. Payment of sick leave benefits shall not be made for accumulated sick leave if an employee terminates his or her employment with the Municipality for any reason other than retirement. Sick leave benefits relating to retirement are covered under a separate clause in this policy. Sick leave will not be granted in circumstances where Employment Insurance benefits apply and may be used to top up Workers' Compensation at the approval of the CAO.

## 3. ENTITLEMENT TO LEAVE

3.1. All permanent employees may be granted sick leave to the extent of their earned benefits from the date of hire.

## 4. PROOF OF ILLNESS

4.1. Proof of illness may be required ~~for any period of illness~~ **from an employee who is absent for more than five working days or has already had two absences of five or fewer working days in the previous 12 month period**. In all cases, however, an appropriate medical certificate or other form of verification from medical authorities may be required by the CAO for any period of sick leave in excess of five consecutive working days or in excess of four consecutive working days for those participating in a compressed work week.

## 5. ACCUMULATION OF SICK LEAVE

5.1. Sick leave credits are granted at the rate of 1½ days for each month of continuous service to a maximum accumulation of 120 days. The accumulation of sick leave credits or deductions for sick leave granted during the fiscal year, will be calculated on an hourly basis.

For Employees participating in a compressed work week the hourly conversion is as follows:

- For Employees working 35 hours per week – 10.5 hours are granted per month which equals 126 hours per year. This amount can be accumulated to a maximum of 840 hours.
- For Employees working 40 hours per week – 12 hours are granted per month which equals 144 hours per year. This amount can be accumulated to a maximum of 960 hours.

5.2. The accumulation of sick leave credits will be interrupted during any period that an

employee is granted leave without pay, or when an employee has been suspended for a period of time from duty.

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## **6. OTHER MATTERS**

- 6.1.** Advance of Sick Leave: Sick leave for permanent employees may be granted up to a maximum of 15 working days if an employee has insufficient accumulated sick leave to cover the period of illness but can reasonably be expected to be able to return to work within a short time. Sick leave advanced in this manner will be deducted from credits that are subsequently earned by the employee upon return to work, before any further accumulation can take place.
- 6.2.** Overdrawn Sick Leave: Overdrawn sick leave must be recovered if an employee leaves the Municipality's employment for any reason. The value of overdrawn sick leave will be calculated at the employee's rate of pay in effect immediately prior to separation and is to be deducted from any sum of money owed to the employee. If overdrawn leave exceeds the amount owed to the employee, such excess may be repaid in instalments over a period of not more than six months.
- 6.3.** Leave Without Pay: In circumstances where an employee has insufficient accumulated sick leave credits to cover the period of illness, leave without pay may be granted by the Chief Administrative Officer.
- 6.4.** Pregnancy: Prior to commencement of maternity leave, sick leave may be granted to an employee for illness resulting from complications associated with the pregnancy, excluding delivery. Sick leave may also be granted in the unfortunate event of a miscarriage or of stillbirth.
- 6.5.** Statutory Holidays: During a period of approved sick leave, statutory holidays are to be considered granted to the employee and are not deducted from accumulated sick leave.

## **7. SPECIAL PROVISIONS FOR RETIRING EMPLOYEES**

- 7.1.** It is the Municipality's intent to recognize employees who, upon the date of proposed retirement from their position, will have accrued sick leave entitlement of between 1 and 120 days. Accordingly, retiring employees who, as of their final working day, have accrued sick leave entitlement will be provided with a one-time only retirement benefit. This benefit will be calculated as follows:
- a)** 1 day's salary for every six days of accrued sick leave entitlement to a maximum of 20 days salary for the maximum of 120 days of accrued sick leave entitlement. Accrued sick leave entitlement to be rounded to the nearest sixth day increment. For Employees participating in a compressed work week, 1 day shall consist of either 8.75 hours or 10 hours depending on the number of hours worked per week.
  - b)** Alternatively, a retiring employee may have the option of retiring earlier and receive salary and benefits from a minimum of 1 day's salary plus 1 working day off for every six days of accrued sick leave entitlement prior to the date of retirement to a maximum of 20 days salary plus 20 working days off for 120 days of accrued sick leave entitlement prior to the date of retirement. Accrued sick leave entitlement to be rounded to the nearest

sixth day increment. For Employees participating in a compressed work week, 1 day shall consist of either 8.75 hours or 10 hours depending on the number of hours worked per week.

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**7.2.** Retirement, for the purpose of this policy, means ending one’s employment with the Municipality and drawing upon pension benefits.

**8. RESPONSIBILITIES UNDER THIS POLICY**

**8.1.** Municipal Council has responsibility for initial approval of this policy and for any future changes, additions, or deletions.

**8.2.** The Chief Administrative Officer or designate has authority to approve sick leave. The Chief Administrative Officer also has discretionary authority to grant special sick leave in accordance with this policy and to seek Municipal Council’s approval to extend sick leave beyond the terms of this policy, provided that special and extenuating circumstances are considered to exist.

**8.3.** Department Heads or Supervisors are responsible for ensuring conformance with this and other relevant policies of the Municipality, determining that adequate accumulated sick leave exists, obtaining medical certificates as required, and deciding on application for sick leave within the scope of authority delegated to them. Department Heads or Supervisors are also responsible to ensure sick leave is appropriately documented and the employee responsible for payroll receives appropriate notification and copies of relevant materials.

**8.4.** The Employee, or someone acting on behalf of the employee, is responsible for notifying the employee’s supervisor immediately of the need for sick leave and the reason for the absence. The employee is also responsible for providing any proof of illness required under the provisions of this policy.

**ADDITIONAL NOTE:**

The Municipality provides cost-shared insured health care benefits programs for employees. Participation in the long-term disability program is a condition of employment for permanent employees and the premium of the long term disability is the full responsibility of the employee.

Employees should be mindful that there is a 119 consecutive day waiting period under the long-term disability program. There may be some circumstances where an employee is eligible for certain benefits under the Employment Insurance Act of Canada during the qualification period. However, it is advantageous for every employee to limit use of sick leave in order to maximize the amount of short-term earnings protection available. For example, a typical employee using only 1 sick day per year will only reach the maximum sick leave accumulation (120 days) after about 7 years of continuous employment.

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<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	August 9, 2022
Date of Passage of current Policy	August 30, 2022
I certify that amendments to the "Employee Benefits – Sick Leave Policy" were adopted by Council as indicated above.	
_____	_____
Lesa Rossetti, Municipal Clerk	Date

**VERSION LOG**

Version Number	Amendment Description	Approved By	Approval Date
<b>1</b>	<b>Approved Policy of Council</b>	<b>Council</b>	<b>May 28, 2018</b>
<b>2</b>	<b>Amendments to Section 4.1, 5.1, 1.1.a), 1.1b) and Additional note</b>	<b>Council</b>	<b>August 30, 2022</b>

