

Title:	Health Care and Sick Leave Policy	Policy Number: 400-06
Policy Type:	Human Resources	
Approval By:		
Approval Date:	November 27, 2023	
Revised Dates:		
Review Date:	October 2024	

PURPOSE

This policy ensures the responsible use of sick leave and time off required for health care appointments.

SCOPE

This policy applies to all employees of the Library with exceptions of injuries or illnesses covered by the Workers' Compensation Board.

DEFINITIONS

DIAP - a Documented Individualized Accommodation Plan

Health Care Appointments – medical appointments, dental appointments, medical tests prescribed by a physician, physiotherapy appointments, counselling, and chiropractor appointments.

Sick Leave - credits accumulated over the course of an employee's employment.

Unpaid Sick Leave - When an employee is ill and has no sick leave credit, either because they have not started to accumulate sick leave or because they have exhausted it, the employee will be placed on unpaid leave.

Work Accommodation - a change in the work environment or the terms and conditions of employment that allows a person with limitations in their abilities, or who faces barriers from the standard rules and conditions of work, to perform their job.

POLICY STATEMENT

The Board recognizes the importance of its staff's health and well-being. To that end, the Library offers some benefits to meet its employees' healthcare and accommodation needs.

SICK LEAVE

Employees are expected to use sick leave responsibly and fulfill their scheduled hours.

Unionized employees will receive sick leave benefits in accordance to their collective agreements.

Administrative employees and Managers will receive sick leave benefits in accordance with the City's Non-Union/Management compensation package.



An employee who takes other gainful employment during absence from work due to illness or injury shall be deemed to have voluntarily quit their employment unless the employee has prior written permission from the CEO to take other employment.

NO MONETARY VALUE

Sick leave is provided as a form of "insurance" should an employee qualify for sick pay. Therefore, it is not subject to any monetary payout at the completion of an employee's service with the Library.

WORK ACCOMMODATIONS

Any employee requiring a work accommodation needs to notify their manager. An adjudicator will provide the manager with information about an employee's scheduled return to work and a list of limitations, whichever is applicable. Employees shall comply with the third party adjudication process.

The Manager will provide the employee with DIAP, which will include a safety plan if needed.

HEALTH CARE

The Library will make reasonable attempts to permit staff the time off they require for medical appointments and/or approved tests or examinations, including those requiring additional accommodations.

Health care shall be used according to the following for Full-time Staff:

- Sick leave shall not be used for health care appointments except for all-day appointments, including medical appointments outside the city.
- All-day appointments shall be charged to Sick Leave.
- The Library will compensate employees for up to two (2) hours for each of their medical appointments for a maximum of two appointments per week. The balance of time for appointments that exceed two (2) hours will be required to be made up within the pay period or be marked as unpaid hours.
- Whenever possible, health care appointments shall be made outside working hours or at the beginning or end of a lunch or work period. Adjustments to work periods so staff can attend appointments can be made with prior approval from a Manager.
- Time taken for appointments scheduled for family members shall be made up within the pay period.
- Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.
- Leave for health care appointments can be denied due to operational requirements.
- Proof of appointments may be required.

Part-time staff are asked to make health care appointments outside of their scheduled work hours. Shifts may be cancelled by a Manager so that a Part-time staff member may attend a specialist appointment.

RIGHT TO PRIVACY

To protect the privacy of an employee, a third-party adjudicator will verify all medical information. No employee is obliged to tell their immediate supervisor or Management of a diagnosis nor provide other information relative to their ability to work beyond what appears on the medical certificate.

Related Policies

400-02 Management and Non-Union Human Resources Policy

400-05 Workplace Code of Conduct

400-09 Human Rights Policy; Anti-harassment, violence and discrimination policy