

Title:	Sick Leave Policy	Policy Number: 400-17
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 1982-10-18	
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Review Date:	December 2025	

PURPOSE

This policy ensures the responsible use of sick leave.

SCOPE

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

DEFINITIONS

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.

POLICY STATEMENT

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/Manager 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 his/her employment unless the employee has prior written permission from the CEO to take other employment.

Any employee requiring a work accommodation needs to notify their manager.

Right to Privacy

Employees shall comply with the third party adjudication process. No employee is obliged to tell their immediate supervisor of a diagnosis nor provide other information relative to their ability to work beyond what appears on the medical certificate.

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.

Related Policies

400-06 Health Care Leave policy

Appendix 1: Sick Leave Procedures

1. All employees must speak with their immediate supervisor or designate to report illness by 8:00 a.m. giving an estimated return to work date if possible.
2. After 3 consecutive days of sick leave, it is the manager's discretion to forward an employee to the attendance management system provider who is the final arbiter in determining the sick leave validity.
3. In the event that an employee becomes sick during vacation that time will be claimed as vacation time.
4. An employee who becomes sick prior to a scheduled vacation and informs their Manager prior to the start of vacation; may request to reschedule the vacation at the discretion of the Manager.
5. Sick leave shall not be used for medical or dental appointments, except as noted under the Health Care Leave Policy.
6. If an employee's use of sick leave becomes habitual or excessive their Manager shall make the referral to the attendance management system provider.
7. Excessive sick leave is defined as four (4) separate sick leave incidents in six months or when the Severity Rate is 3% or more.
8. Employees who become absent from work due to an illness or injury covered by WSIB shall not be entitled to sick leave pay.