

SECTION: ADMINISTRATION

SUBJECT: SICK LEAVE HOURS

Original Resolution No.: 09-09-12
Revision Resolution No.: 96-07-28
Revision Resolution No.: 03-07-36

Sick Leave Hours

It is the policy of the County of Warner No. 5 that permanent full time employees shall be entitled to sick leave hours which can accumulative over a period of years. The purpose of the minimum return sick leave hour portion of this policy is to allow a method of returning sick leave hours that may have been earned, but could not be recorded due to the employee reaching the maximum number of sick leave hours approved by the County.

1. Definitions

- (a) **Permanent Employment** - shall mean a person working at a permanent position with the County.
- (b) **Sick Leave Hours** - shall mean hours accumulated by an eligible employee which can be used for the purpose of being absent with pay from work for reasons approved by this policy.
- (c) **Minimum Return Sick Leave Hours** - shall mean a minimum number of sick leave hours given to an employee who may have earned the hours in accordance with this policy but could not record them due to reaching the maximum number sick leave hours allocated.

2. Eligibility

- (a) Sick Leave Hours shall be granted to all permanent employees of the County of Warner No. 5, in accordance with this policy, with the exception of those who are governed by an existing agreement of employment or contract of employment.

3. Accumulation of Sick Leave Hours

- (a) Sick Leave Hours shall be earned at the rate of twelve (12) hours per month of permanent employment.
- (b) Sick Leave Hours shall be accumulative to a maximum of seven hundred and twenty (720)hours.
- (c) Employees working part time in a permanent position with the County shall accumulate Sick Leave Hours on a prorated basis based on the annual number of work hours designated by the department.

4. **Guidelines for Use of Sick Leave Hours**

- (a) An employee shall use Sick Leave Hours for the following purposes:
- 1) Medical appointments,
 - 2) Dental appointments,
 - 3) Vision Care appointments,
 - 4) Absences due to illness of the employee,
 - 5) Absences due to the employee being hospitalized for any reason,
 - 6) Absences due to the employee being confined to home or another approved location by a doctor,
 - 7) Absences due to the employee being physically unable to continue work, due to injury or accident, and
 - 8) When absences are due to an approved Workers Compensation Board (WCB) claim, the eligible employee is permitted to deduct only thirty (30) percent (%) of the sick leave hours for the time lost, due to the County being reimbursed by WCB for the other seventy (70) percent(%) of the claim.
- (b) Sick Leave Hours shall **not** be used for the following purposes:
- 1) Annual physicals for the purpose of retaining a license required by the County for employment (time to attend at such physicals shall be provided by the County without penalty to the employee).
 - 2) Maternity Leave except as allowed by County policy, and provincial/federal laws and regulations.
 - 3) Illnesses of members of the employee's family
 - 4) Attendance at funerals.
 - 5) Visitations to hospitalized or confined friends, or members of the employee's family.

5. **Guidelines for Use of Minimum Return Sick Leave Hours**

- (a) Minimum Return Sick Leave Hours are provided to eligible employees who have:
- i) accumulated the maximum of 720 sick leave hours on their timesheet and then used all of his/her accumulated Sick Leave Hours for an absence or absences approved by this policy, and
 - ii) for the first installment of 240 hours, been employed by the County of Warner for a period equal to at least seven (7) years or more of permanent employment, and

- iii) for the second installment of 240 hours, been employed by the County of Warner for a period equal to at least nine (9) years or more of permanent employment.
- (b) No employee shall be granted more than four hundred and eighty (480) hours of Minimum Return Sick Leave Hours during their employment history with the County.

6. **Regulations**

- (a) Sick Leave Hours are not paid out at any time.
- (b) Minimum Return Sick Leave Hours are not paid out at any time.