



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Sick Leave	HR-004	080/22	March 29/2022	1	NO

Policy Objective:

The purpose of this policy is to provide an outline for employee sick days

Policy:

This policy applies to all permanent employees and Management.

Sick days may be used for:

1. Personal Illness
2. Medical or Dental appointments
3. Sickness in the immediate family
 - a. Employees may use up to 50% of accumulated personal sick days to care for, or to attend medical appointments with their child or spouse with Council's approval.

Reporting

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for absence
2. Employees are required to submit a Doctors certificate where the sick leave exceeds 2 (two) consecutive working days.

Allotted Time

1. All permanent full-time employees of the Town of Blaine Lake shall earn 1 day sick leave for each month of services to a maximum of 15 days accumulated.
2. All permanent part-time employees of the Town of Blaine Lake shall earn sick leave at a prorated number of days in relation to their hours of work.

Disability Approval

1. Any sick days that last over 10 days for full time staff must be reported to SUMA and apply for Short Term Disability.
2. If the sick leave is due to a work place injury, this should be reported immediately to Workers Compensation Board.

HR-004

TOWN OF BLAINE LAKE

Policy Title: Sick Leave

Date Issued: March 30, 2022 Res # 080/22

Replaced – Res # N/A


Mayor

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