

**Policy:**

The Village of Innisfree believes that it is necessary and advantageous to be able to grant leave to its employees from time to time due to illness or a non-work related injury, to attend medical appointments and to attend to family members when they are sick.

**Purpose**

To establish how and when leave is granted to employees to illness or a non-work related injury, to attend medical appointments and to attend to family members when they are sick.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding sick leave.

**1.0 Definitions:**

- 1.1 **“CAO”** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** means an employee working more than 30 hours a week.
- 1.3 **“Part Time Employees”** means an employee working less than 30 hours a week.
- 1.4 **“Temporary Employees”** means an employee working on a short term contract, not permanent.

**2.0 Responsibilities:**

- 2.1 The CAO is responsible for ensuring awareness and compliance with this policy.

**3.0 Guidelines:**

- 3.1 Each full time Employee shall be entitled to 1.5 days of sick leave per month of service and shall accumulate to a maximum of ten (10) days. After all available sick leave is utilized, Employees may be entitled to the benefits of Employment Insurance or Short Term Disability and Long Term Disability Insurance.
- 3.2 Each full time Employee who is absent from duty due to casual illness shall communicate daily the reason for his/her absence to his/her supervisor or CAO at least one hour prior to the commencement of his/her regular hours of work.
- 3.3 Sick leave shall not be accrued during leave of illness, leave of absence, accident caused leave or lay-off. Sick Leave credits shall accumulate during sick leave for work-related accidents.

- 3.4** An Employee granted sick leave shall be paid for such leave at his/her regular rate of pay, conditional to any payments from the Workers' Compensation Board being signed over to the Village. The number of days thus paid shall be deducted from the Employee's sick leave credits up to the total number of accumulated credits at the time sick leave commenced.
- 3.5** Any Employee not able to report to work shall inform the CAO as soon as possible in order that the necessary arrangements may be made.
- 3.6** Should the CAO be unable to report to work on a day when the other staff cannot report to work, then the CAO shall inform the Mayor or Deputy Mayor in order that they may make the necessary arrangements. Failure to report as above will result in a loss of pay.

**4.0 End of Procedure**