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## SICK DAY POLICY

### **PURPOSE**

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

### **POLICY**

This policy applies to all employees except for Administration employees, which the Joint Administration Agreement will govern.

Sick days may be used for:

1. Personal Illness
2. Medical or Dental appointments

### **Full-Time Employees**

Effective January 1<sup>st</sup>, 2022, twelve (12) eight-hour paid sick days per annum will be available to permanent full-time employees. These sick days will act as credits and have no monetary value. No compensation will be provided at the end of the employee's tenure with the Municipality. Unused sick day credits may not be rolled over into the following year.

### **Seasonal Employees**

Effective January 1<sup>st</sup>, 2022, seven (7) eight-hour paid sick days per season will be available to seasonal employees. The season will run from April to November of each year. These sick days will act as credits and have no monetary value. No compensation will be provided at the end of the employee's tenure with the Municipality. Unused sick day credits may not be rolled over into the following year.

### **Reporting**

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for the absence.
2. After an absence of five (5) days, the employee may be required to provide a medical note.
3. All sick days must be recorded and tracked on each timesheet.
4. Any employee who fails to report an absence and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action, including termination for job abandonment.
5. Any employee found to be abusing the sick day policy in any manner may be subject to disciplinary action, up to and including termination.

## **Disability Approval**

1. Any full-time employee with a sick leave that lasts over twelve (12) days must apply to SARM for Short Term Disability benefits.
2. Any seasonal employees enrolled in the SARM Benefits Program and have a sick leave over seven (7) days must apply to SARM for Short Term Disability.
3. If sick leave is due to a workplace injury, the injury must be immediately reported to the Saskatchewan Workers' Compensation Board and the employee's immediate supervisor.

Resolution No. 2022-063

Date: March 29<sup>th</sup>, 2022