

## Section 6: Employee Leave

<b>Policy:</b> Sick Time	Policy: 6.02
<b>Date:</b> March 1999	<b>Date Amended:</b> March 2020

### Authority

CEO, Director Human Resources

### Policy

e4c provides its regular employees with a paid sick leave benefit in acknowledgement that illness and injury can place a hardship on the employee.

Sick leave is intended to ease the burden of financial loss due to illness.

### Procedures

1. Regular full time and regular part time employees are eligible for sick time.
  - a. Sick time is prorated according to the employees' start date during the first year of employment as outlined below.
  - b. After the first year of employment, sick time follows the fiscal calendar (January to December).
2. Regular full-time employees are:
  - a. Eligible for ten (10) paid sick days per calendar year, once their three-month probationary period has been completed (see Operational Policy 5.3 Probation)
  - b. Eligible for, effective March 11, 2020 and during COVID-19 Pandemic and when personally directed by Alberta Health Services to self-isolate, an additional four (4) sick days, once their three-month probationary period has been completed (see Operational Policy 5.3 Probation).
3. Regular part-time employees are:
  - a. Eligible to accrue 2% sick time on the hours worked once their three-month probationary period has been completed (see Operational Policy 5.3 Probation).
  - b. Eligible to accrue, effective March 11, 2020 and during COVID-19 Pandemic and when personally directed by Alberta Health Services to self-isolate, an additional 0.8% sick time, once their three-month probationary period has been completed (see Operational Policy 5.3 Probation).
4. Regular full time employees who work a school year (ten [10] months) are eligible for 8.30 paid sick days prorated on the 10-month period. Regular part time employees who work a school year (ten [10] months) are eligible for 4.20 paid sick days prorated on the 10-month period. Available once their three-month probationary period has been completed (see Operational Policy 5.3 Probation).

5. Sick time will be calculated based on a pre-determined average of the total hours the employee works in a week, on an annual basis. Sick time is available once their three-month probationary period has been completed (see Operational Policy 5.3 Probation).

<b>Full Time Employee, 12 Months Eligible for 10 days</b>		<b>Full Time Employee, 10 Months Eligible for 8.33 days</b>	
January	10 days	January	8.33 days
February	9.17 days	February	7.50 days
March	8.34 days	March	6.67 days
April	7.51 days	April	5.84 days
May	6.68 days	May	5.01 days
June	5.85 days	June	4.18 days
July	5.02 days	July	Not Working
August	4.19 days	August	Not Working
September	3.36 days	September	3.35 days
October	-	October	-
November	-	November	-
December	-	December	-

6. Sick time is applicable to absences due to illness or emergencies to an employee, or for the purpose of visiting doctors, dentists or other medical practitioners in their offices. Sick days may be granted for tending to an illness, emergency or an appointment as stated above for a member of the employee's immediate family.
7. Definition of a family member includes:
- c. Partner (spouse, adult interdependent or common law);
  - d. Parents, foster parents, guardians;
  - e. Children, foster children, wards, partner's children;
  - f. Siblings;
  - g. Grandchildren;
  - h. Grandparents;
  - i. Any other person living with the employee as a member of their family.
8. Employees who wish to use sick time shall notify their immediate supervisor as soon as possible.
9. Employees who take more than three (3) consecutive days sick may be required by the supervisor to provide a written certificate from a qualified medical practitioner documenting the illness. Employees who fail to provide the required documentation may not be granted the sick time for more than three (3) days.
10. Effective March 11, 2020 and during COVID-19 Pandemic, employees who are personally directed by Alberta Health Services to self-isolate, will not require a written certificate from a qualified medical practitioner.

11. All decisions and discussions that the manager/supervisor and employee have about the employee's sick time will be documented in writing in the form of correspondence, memo or notes to the employee file and submitted to Human Resources within twenty-four (24) hours.
12. If the time of recovery from illness is greater than five (5) days the employee shall be directed to Employment Insurance sickness benefits.
13. Employees who are on a leave of absence are not eligible to take sick time.
14. Unused sick time has no cash value, and shall not be carried forward to the next calendar year.