

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.13.ON
Section:	Benefits	Issued:	Nov. 25, 2019
Subject:	SICK LEAVE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces	HR-10
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 An employee earns Sick Leave credit at a rate of one day a month. A person hired on or before the 15th day of the month shall receive full credit for that month. Term employees who are working for longer than three months in a full or part-time position will be entitled to earn Sick Leave credits, which will be accumulated in the same fashion as for permanent positions. Sick Leave credits for Part-Time employees will be pro-rated based on their percentage of work week.

2 PURPOSE

- 2.01 The purpose of this policy is to outline benefits that may be available to eligible employees during a period of absence due to an illness or injury that is not covered by the Ontario *Workplace Safety and Insurance Act*.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying their immediate supervisor as soon as possible about the reason for any absence from work due to personal illness, injury or medical emergency.

5 DEFINITIONS

- 5.01 “**Regular base pay**” means an employee’s normal wage exclusive of overtime pay, shift premium, vacation pay or other allowances.
- 5.02 “**Year of continuous employment**” means the completion of one year of employment commencing with the date of hire and ending on the next anniversary date of hire.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Workplace Safety and Insurance Act, 1997 (Ontario) and Regulations
Employment Standards Act, 2000 (Ontario) and Regulations
Employment Insurance Act (Canada) and Regulations

7 PROCEDURE

- 7.01 An employee who is taking the three unpaid sick days provided under the *Employment Standards Act* must advise the employer before taking the leave of their intention, and if unable to do so, as soon as possible when taking the leave. The employer may require a medical

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certificate or evidence reasonable in the circumstances that the employee is entitled to the leave.

- 7.02 Carryover of earned Sick Leave credits is permitted for all staff up to a maximum of twenty (20) days and will be held at this point. They will not be eligible for cash conversion upon termination of employment.
- 7.03 Any exception to this policy requires the advance written approval of the **Executive Director**.
- 7.04 During sick leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans and/or dental plans may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that they do not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions prior to starting the leave or within two weeks thereafter. If the employee notifies the **Community Resource Centre** in writing of their intention to discontinue contributions during the leave period, benefits coverage will be discontinued.
- 7.05 On expiry of sick leave, an employee who returns to work must be reinstated in the position occupied by that employee at the commencement of the leave or, if that position is not available, in a comparable position. The employee will receive a pay rate that is equal to the greater of:
- (a) the rate the employee most recently earned; and
 - (b) the rate the employee would be earning had they worked throughout the leave