

**Title: Human Resources Management  
Policy – Sick Leave**

**Policy No: 1983-03**

**Approval: Town Council  
Effective Date: February 8, 2006**



Supersedes Policy No: none

**Policy Statement:** The Town of Hardisty 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 for illness or a non-work related injury, to attend medical appointments, and to attend to family members when they are sick.

**Principles:**

**1. GENERAL**

- a) Each permanent employee shall be entitled to 1.5 days of sick leave per month of service. Sick leave shall accumulate to a maximum of 7 days. After all available sick leave is utilized, employees may be entitled to the benefits of unemployment insurance or short-term disability.
- b) Each 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.
- c) Employees who are sick for more than three (3) consecutive days shall provide the CAO a medical certificate signed by their medical doctor. You will be notified when this is necessary and if you fail to do so, you could result in a loss of pay for the period of absence.
- d) Sick leave will 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.
- e) An employee granted sick leave shall be paid for such leave at his/her regular rate of pay, conditional to any payments from the Worker's Compensation Board being signed over to the Town. The number of days thus paid shall be deducted from the employee's sick leave credits up to the total amount of accumulated credits at the time sick leave commenced.
- f) 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. 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 loss of pay.