

Passed By Council on:

Purpose

To provide for the orderly allocation of sick leave of a management employee.

Policy Statement

1. Permanent management employees shall receive sick leave with pay in accordance with the following schedule:

Directors & Assistant Directors - 2 days per full month of service

All other management employees - 1½ days per full month of service.

2. Management employees, hired prior to December 31, 1979, shall be entitled to accumulate 200 days of sick leave. Management employees hired after December 31, 1979, shall be entitled to accumulate 260 days of sick leave.

3. Sick leave is defined as the period of time an employee is absent from work with full pay by virtue of being sick or disabled or under examination or treatment of a physician, chiropractor, acupuncturist, or dentist or because of an accident for which compensation is not payable under the Worker's Compensation Act.

4. A deduction from sick leave shall be made for all normal working days absent for sick leave. Absence of less than half a day shall not be deducted. Absence for half a day or more, and less than a full day, shall be deducted as one-half day.

5. A management employee may be required to produce a certificate from a medical practitioner for any individual instance of illness in excess of five working days or for illnesses for more than ten working days in any calendar year period, certifying that she/he was unable to carry out duties due to illness.

6. When a management employee is given leave of absence with pay for any reason, she/he shall receive sick leave credit for the period of absence on return to work.

7. For management employees hired on or before December 31, 1979, only the following shall apply:

In the event of the death of an employee, the value of all accrued sick leave shall be paid to the employee's designated beneficiary, to the employee's estate. An employee having accrued sick leave credit shall, on termination, receive an allowance in lieu equal to such credit at the rate of pay effective immediately prior to termination. At the management employee's option, the payment of this allowance shall be:

- (a) A lump sum payment
- (b) A paid pre-retirement vacation equivalent.

Application

Responsibilities

Department of Human Resources.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Handbook Policy Statement No. 27 (obsolete); Finance and Administration Standing Committee Report April 9, 1998; Regular Meeting of Council April 21, 1998.

Review Period

[Back](#)