



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-004

Policy Title: Sick Days

Policy Objective: The purpose of this policy is to provide an outline for employee sick days	
Authority: Council Resolution #204/18	Dated: August 13, 2018

Policy:

This policy applies to all the Management and Administrative employees. Municipal employees in the bargaining unit would use the sick leave provisions in their collective agreement.

Sick days may be used for:

1. Personal Illness
2. Medical or Dental appointments
3. Sickness in the immediate family
4. Maximum of 3 days may be used for bereavement leave for loss of an immediate family member.

Reporting

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for absence
2. After an absence of Five (5) day, the employee must provide a medical note.
3. Any employee that fails to report an absence, and is away from work for three (3) or more consecutive days without **contracting** their supervisor may be subject to disciplinary action up to and including termination for job abandonment.

Allotted Time

1. 15 days will be allotted for all full time staff for sick leave credits per year unless otherwise negotiated.
2. Sick days will not accumulate from year to year unless otherwise negotiated.
3. Part Time employees or Temporary Employees are not eligible for sick leave unless a request is made in writing to the council for approval on an individual basis.

Disability Approval

1. Any sick days that lasts over 10 days for full time staff must be reported to SARM and apply for Short Term Disability.
2. If the sick leave is due to a work place injury, this should be reported immediately to Workers Compensation Board.