

Policy #8/2010 - Sick Leave

Purpose: To provide for paid Sick Leave for all employees.

Definitions:

Immediate Family Member – An employee's spouse and/or children

One Day – seven hours for office staff, eight hours during winter months and ten hours during summer months for outside staff

Permanent Full Time Employee – any employee who works full time hours during 12 months of the year

Pressing Necessity – used for unforeseen emergency situations

Seasonal Employee – any employee who works full time hours for less than 12 months of the year, but returns to work every season.

Term Employee – any employee who was hired for a set number of months, whose position is not permanent, and who will not be required to work longer than the term initially set out for them

1. Sick Leave shall be accumulated as follows:
 - a. One day per month, or 12 days of sick time shall be granted to each permanent full time employee on January 1 of each year, and
 - b. One day per month of service for term/seasonal employees.
2. Sick time shall be used for personal illness, immediate family member illness, or for pressing necessity.
3. An employee must provide a doctor's note to the Administrator on the fourth day of sick leave
4. The employee shall contact his/her direct supervisor or the Administrator when using sick time so that it can be properly documented
5. Sick time is paid out for the pay period in which it was used.
6. Any unused sick time shall be paid out at the end of each fiscal year. No sick time shall be carried over to the next year.