



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Sick Leave
Policy Number:	900-04

Authority:	
Council Resolution #	314/20 38/22

Sick Leave:

Sick day shall mean time that is taken off due to an illness, injury or out of town medical appointments for the employee or employee’s immediate family

Immediate family defined in this policy shall mean employee’s spouse, parent, grandparent, child, grandchild, brother or sister.

Each full-time employee is entitled to 18 sick days per year. Each full-time employee will receive 18 days of sick time annually on January 1 of each calendar year. Sick time does not accumulate throughout the year. Unused sick time will not be paid out. If more than 18 days of sick time are used within a calendar year, the employee must then use holiday pay or time off without pay.

Entitled sick days are to be pro-rated for part-time employees (.35/week x percentage of hours worked in their normal work week).

Sick days do not accumulate during layoffs for seasonal employees.

Sick days do not accumulate if employee is on extended sick leave (more than 5 days)

Sick days are not vacation days or entitled days off and only can be used as defined in this policy.

The employee will be entitled to pay equivalent to their regular daily wages up to the following maximum of the hours providing they have accumulated enough sick days.

- Office staff 7.5 hours per day
- Public Works staff 8.0 hours per day
- Transfer Site staff - the number of hours regularly scheduled for the shift missed

Sick days will not be paid out should an employee quit, retire or be dismissed.

Effective Date/Repeal

This policy will come into effect on January 1, 2022 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to sick leave that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.