



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	98
Section:	Human Resources	Issued:	October 1, 2019
Subject:	OUT OF SCOPE EMPLOYEES SICK LEAVE & USAGE POLICY	Effective:	October 1, 2019
Council Resolution # and Date:	Council Resolution No. 0293 dated July 15, 2019	Pages	1 of 4
		Replaces:	
Issued by:	Ken Leclaire, Director of Corporate Services	Dated:	
Approved by:	Ken Leclaire, Director of Corporate Services		

1 POLICY

1.01 That sick leave & usage for Out-of-Scope employees “employee/s” be administered in the following manner:

- a) Employees will earn fifteen (15) days of sick leave per year at a rate of one and one-quarter (1 ¼) days per month.
- b) Employees hired prior to March 23, 2015 with at least five (5) years of service at retirement or upon leaving the employment of the City have vested sick leave. Employees with vested sick leave have their unused portion roll over year over year up to the maximum of 194 days. Upon retirement or leaving the employ of the City their sick leave credits will be paid out at two percent (2%) per year of employment of accumulative sick leave credits to a maximum of 60% of the sick leave credits. The maximum accumulative sick leave credits eligible for payment shall be 194 days. The rate of pay at which the sick leave credits are paid, will be determined by averaging the earnings over the last five (5) years of service.
- c) Employees hired after March 23, 2015 will have their unused portion of an sick leave roll over year over year to a maximum of 194 days or until retirement or until the employee leaves the employment of the City at which time the unused portion will be forfeited.
- d) Employees hired prior to and after March 23, 2015 will be able to carry up to a maximum of 194 days of sick leave. Notwithstanding, Employees who have more than 194 days of accrued sick leave prior to the effective date of this policy will retain those days and be eligible

to use them, however once their accrual drops down to 194 days they will not be able to accrue any days beyond the 194 days maximum.

- e) Where no person other than the employee is able to provide care for an immediate family member, the employee may use a maximum of five (5) days of accumulative sick leave in a calendar year, upon approval from the Department Head. Two (2) of the five (5) sick leave days will be charged to the employees sick leave entitlement. The employees will only be eligible for this benefit if their personal sick leave entitlement balance has two (2) days or more in it at the time the provision is accessed.
- f) An employee will be required to produce proof of illness in the form of a medical certificate, note or letter from a medical practitioner for any illness resulting in the employee missing three (3) consecutive days or more, or at the Department Head/Fire Chief's discretion.
- g) The proof of illness must be dated on the date of illness or sickness occurrence as well as verify the illness or else dictated by Fire's Attendance Management Policy for members of Fire. A proof of illness that says "saw person X on date and person needs the day off or is unable to attend work" will not be accepted. The city will pay the cost of the medical certificate, note or letter. Proof of illness will be applicable for family illnesses, resulting in the same parameters' contained in section e).
- h) Employees must attempt to whenever possible schedule their medical appoints, tests, procedures after hours, during scheduled breaks or on their earned day off (EDO).
- i) Any exceptions to this policy are to be submitted in writing to the City Manager and will be at his/her discretion.

2 PURPOSE

- 2.01 The purpose of the Out-of-Scope Employees Sick Usage Policy is to establish clear guidelines on how Out-of-Scope employees will accrue and use sick leave

3 SCOPE

- 3.01 All Out-of-Scope employees, with the exception of the City Manager, and Police.

4 RESPONSIBILITY

- 4.01 The Department Heads in conjunction with Human Resources are responsible for ensuring compliance with the Policy

5 DEFINITIONS

- 5.01 **“Out-of-Scope”** means a non-union employee who is not covered through a collective agreement
- 5.02 **“Sick Leave”** means the period of time and employee is absent from work with full pay by virtue of being sick, under the care or treatment of a physician, or because of an accident in which compensation is not applicable under the Worker’s Compensation Act or the Automobile Accident Insurance Act.
- 5.03 **“Illness in the Family”** means no person other than the employee can provide care during the illness of an immediate member their family.
- 5.04 **“Immediate Family”** is define as
- Spouse or Common Law Partner
 - Father or Mother, including spouse’s or Common Law Partner’s
 - Children, including adopted, step or for which the employee has legal custody over.
 - Or at the Department Head’s discretion
- 5.05 **“Sick or Ill”** means affected with disease or ill health rendering an employee unable to attend work and/or under the treatment of a medical practitioner.
- 5.06 **“Proof of Illness”** means a certificate, note or letter from a medical practitioner for any illness, certifying that the employee was unable to attend report to work due to illness.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Attendance Management Policy – Prince Albert Fire Department

7 PROCEDURE

- 7.01 Employees must phone and speak to their direct supervisor, or on duty Battalion Chief for Fire at least one (1) hour prior to the start of their shift to notify them of their impending absence. If the call goes to voicemail, employees are required to leave a voicemail and continue to make regular attempts to speak with the supervisor prior to the start of the shift. Each

Department Head at their discretion may authorized the use of text messages to notify supervision of the illnesses. Fire must contact the on duty Battalion Chief or Acting Battalion Chief

- 7.02 Proof of illness must be submitted to supervision at the beginning of the first shift back to work. Failure to provide requested medical documentation will result in the absent being unauthorized and the day in question will subsequently be without pay. Further the employee may be subject to disciplinary action for failing to produce medical document upon supervision's request.
- 7.03 On the first shift back at work the employee must also complete a "Request-for-Time-Off Form" (found on CoPA site) or other applicable form in the case for Fire and submit it to their supervisor. The employee is also required to make note on their timesheet indicating the day/s taken as sick leave.
- 7.04 If an employee uses all their allotted sick leave, they will require written approval from their Department Head, to authorize a day without pay. Absent of that approval, employees will be AWOL and subject to discipline up to and including termination.