

FORM 2.5.8 SICK LEAVE (SL)

Name of Employee _____

Year _____

Date(s) of Sick Leave: _____

Sick leave with pay will be granted to permanent employees on the following basis:

- Permanent full-time employees (35 hours per week) accumulate 1.5 hours per month paid sick time.
- Permanent part-time employees shall earn SL hours on a prorated basis according to the hours allocated in the budget for their position.
- Deductions are made from the employee's accumulated hours as SL is used.
- Unused SL hours will be accrued to a maximum balance of 90 standard working days / 630 hours.
- Unused SL hours shall not be paid out.

Employees who submit a false claim for sick leave may be disciplined for such action as per Policy 2.5.9.

If SL exceeds 3 days of consecutive scheduled shifts or the illness requires admission to a medical facility for other than routine out-patient treatment, a licensed medical practitioner's certificate may be required, and a certificate certifying fitness to return to work before the employee will be allowed to return to work.

Employee signature

Management signature

Date

Date

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