

## Lib-05-012

### Section: Tofield Municipal Library Staff

#### Title: Sick Leave

Approval Signature: \_\_\_\_\_  
\_\_\_\_\_, Chair, Tofield Library Board  
Latest Revised Date: \_\_\_\_\_

1. All non-probationary employees are provided job protection when absent from work due to illness or injury for a period not exceeding 12 weeks (e.g., employees will not be dismissed, laid off, suspended, demoted or otherwise disciplined because of absence). Upon written request, employees may be required to provide a medical certificate confirming illness or injury.
2. Paid sick leave is granted with the sole intent to protect employees against loss of income when ill. Paid sick leave is a maximum of 18 days for permanent full-time employees, and 12 days for permanent part-time employees, in a payroll year and prorated if the employee starts employment after the first pay period of the year. The maximum accumulated sick time is 60 days for permanent full-time and 30 days for permanent part-time employees.
3. Any employee absent because of sickness should inform the immediate supervisor within the hour they are to report for duty.
4. A medical certificate is required for any sick leave beyond 3 days.
5. The library manager may request a medical professional note if misuse of this policy is suspected.
6. Each employee is entitled to a leave of absence with full pay for medical, dental, and mental wellness appointments falling on a regular working day following notification of their supervisor. This time is to be deducted from accumulated sick/personal leave.
7. An employee is expected to inform their supervisor with a minimum of twenty-four (24) hours (unless emergency) of any medical, dental, and mental wellness appointments they have made.