



LAC LA BICHE COUNTY PROCEDURE

TITLE: Sick Leave Standard Operating Procedure

PROCEDURE NO: CS-03-016-13

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 Definitions

Sick leave may be taken in the form of either Casual Illness or General Illness. For the purposes of this SOP:

- a) Casual Illness: means a circumstance in which the employee is prevented from working, due to illness or non-work related injury, for a period of up to three consecutive work days, up to a maximum of six (6) casual illness days in a year.
- b) General Illness: means a circumstance in which the employee is prevented from working, due to illness or non-work related injury, for a period of more than three consecutive working days but no more than 120 working days, or the maximum General Illness Leave Credits accrued pursuant to (a) and (b) above, whichever is the lesser.

2.0 General Guidelines

2.1 Casual Illness Leave

Upon hire, full-time permanent employees will be provided a maximum of six casual illness days a year. Full time term employees in a term exceeding 1 (one) year will be provided a maximum of six casual illness days after the first three months of service.

2.2 General Illness Leave

- a) Upon successful completion of the employee's probationary period, a Lac La Biche County employee in a permanent position shall be provided with 120 days of General Illness Leave Credits.
- b) General Illness Leave Credits, which are used by the employee, shall be re-earned by the employee at the rate of one and one-half days per full calendar month of completed service, to an accumulated maximum of 120 working days of General Illness leave credits.

2.3 When a day specified as a General Holiday falls within an employee's period of Casual Illness Leave or General Illness Leave, **it shall be considered to be a paid holiday and not a day of Casual Illness Leave nor a day of General Illness Leave.**

2.4 Where an employee has been absent for more than 50% of a month, General Illness Leave Credits will not accrue.

- 2.5 Such sick days have no monetary value and no compensation is provided at the end of an employee's tenure with the County.
- 2.6 Employees are eligible to 100% of their full salary while absent from work due to illness or injury up to a maximum of 120 consecutive calendar days.

3.0 Limitations on Eligibility for Use of Sick Leave Credits

- 3.1 When a day specified as a General Holiday falls within an employee's period of casual illness leave or general illness leave, it shall be considered to be a paid holiday and not a day of casual general illness leave.
- 3.2 An employee is **not** eligible to make use of sick leave credits, provided by Lac La Biche, if:
 - a) The injury is sustained while working for the Lac La Biche County and the employee is entitled to Workers' Compensation benefits; or the injury is sustained while working for an employer other than Lac La Biche County and the employee is eligible for Workers' Compensation benefits through the employer for whom the work was being performed; or
 - b) The illness or injury occurs within the employee's probation period; or
 - c) The illness or injury occurs while committing or attempting to commit a criminal offence; or
 - d) The absence is due to an intentionally self-inflicted injury.
- 3.3 Insufficient General Illness Leave Credits: Where the employee's accrued General Illness Leave Credits are insufficient to bridge the 120 working day elimination period for Long Term Disability eligibility, the employee may use accrued vacation credits **AND/OR** accrued overtime credits.
- 3.4 Appointments with Health Professionals within Lac La Biche Area
- 3.5 Employees will be provided with paid time off for appointments with Health Professionals within the Lac La Biche area:
 - a) For each appointment requiring absences of up to and including three consecutive hours, the County will provide up to three hours of paid special leave.
 - b) For each appointment where the required absence exceeds three consecutive hours, the County will permit the employee to use one-half day of accrued sick leave credits.
- 3.6 Proof of Illness Requirements
 - a) The County does not require a Doctor's certificate as proof of illness for Casual Illness Leave, provided that **not more than six days of Casual Illness Leave** have been taken by the employee in the current calendar year.
 - b) A Doctor's certificate is required for all instances where an employee will have used **more than six days** of Casual Illness Leave in the current calendar year; and

- c) A Doctor's certificate is required for all instances of General Illness Leave addressing current restrictions on the employee's ability to return to work, prognosis and an estimate as to the timing of a potential return to work.
- d) The Lac La Biche County reserves the right to send an employee for an independent medical assessment at any time, the cost of which will be paid for by the Lac La Biche County.

4.0 Long Term-Disability (Employment Insurance Benefits)

If an absence due to illness or injury continues beyond the total number of accrued calendar days of Casual Illness Leave (6 days) or General Illness Leave Credits (maximum of 120 calendar day), the employee may qualify for Employment Insurance Benefits. For a disability resulting from workplace injuries or illnesses, the WCB will pay the employee directly. The employee may also qualify for Canada Pension Disability benefits.

5.0 Reporting

Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reasons for absence and an expected return to work date.

An employee is obliged to inform the Supervisor and/or designate as soon as reasonably possible of his/her absence due to illness or injury, his/her expected return to work date, and any change to his/her expected return to work date.

After an absence of three (3) consecutive days, and when requested thereafter by the County, the employee must provide a written statement to the effect that he/she is under the care of a Medical Practitioner, is unable to attend and perform work, and the estimated date of return to work. Consistent with its obligations under the Human Rights legislation and these SOP and Policies, the County shall not abuse its right to request medical verification of illness by making unnecessary requests for medical documents.

The Count reserves the right to require medical certification of illness or injury, and information relevant to the employee's ability to attend and perform work either from the employee, his/her Health Care Professional and/or from a medical examination by a Health Care Professional mutually agreed upon by the County and the employee, whenever the County considers such action necessary. Should there be no agreement between the employee and County within five (5) days, such medical examination will be carried out by a doctor of the County's choice.

The costs associated with the medical examination referred to in this sub-clause will be paid by the County.

Nothing in this clause shall permit nor allow any disclosure of medical information from the appropriate Health Care Professional other than the results of specific examination referred to herein.

Any employee who fails to report an absence, and is away from work for three (3) or more consecutive days without contacting the County may be subject to disciplinary action up to and including termination of employment for Job Abandonment.

6.0 Contacts with County during Periods of Illness

Employees are expected to contact their Supervisor - who shall inform the General Manager - or to directly contact their General Manager, to advise the County in respect of absence due to illness or injury, as follows:

- a) In the case of casual illness, employees are expected to provide an expected date of return to work.
- b) In the case of general illness, employees are expected to provide **a status report every week** until their return to work OR until they become eligible for and begin to draw Long Term Disability Benefits. While receiving Long Term Disability Benefits, an employee is required to advise the County, on a periodic basis which is determined by the County, of his or her anticipated return to work date and his or her current status.
- c) For any illness or injury, the County reserves the right to send an employee for an independent medical examination at any time, the cost of which will be paid for by the County.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date