

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES SICK LEAVE	SECTION: 7.16e PAGE: 1 DATED MAY 2002
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7.16e SICK LEAVE (Exempt)

- .01 The parties agree that sick leave benefits are intended solely for the purpose of protecting an employee from loss of income when the employee is unable to work due to illness or non-compensable injury.
- .02 A full-time permanent employee shall earn sick leave benefits at the rate of 1.5 work days for each complete month worked, to a maximum entitlement of 75 work days.
- .03 A part-time permanent employee shall earn sick leave benefits at the rate of 3.5 hours of leave for each 51 hours of work, to a maximum benefit of 210 hours.
- .04 An employee who is unable to work due to illness or non-compensable injury shall be paid sick leave from the employee's earned entitlements and the remaining sick leave entitlements shall be reduced accordingly.
- .05 Notwithstanding Clause 7.16e.01, an employee may use up to two work days per year of sick leave entitlement for the purpose of attending medical, dental, or other approved health related appointments.
- .06 All absences to be compensated under this Article must be reported on the official absence form, and absent employees are required to inform their supervisor of their absence as soon as practicable.
- .07 Payment of benefits under this Article are subject to the provisions of Article 16 (Proof of Illness).
- .08 On request, an employee shall be advised of the amount of his/her current sick leave credits.
- .09 Employees shall be permitted to use up to five (5) days per calendar year from their sick leave accumulation, upon approval of the supervisor, to care for the needs of a family member who is ill.