

**FOSTERING A SUPPORTED & EMPOWERED STAFF:
SICK LEAVE**

COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Recruitment and Employment	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

These Guidelines apply to all library staff.

Sick Leave: General

The Library’s Sick Leave Management Guidelines are to formalize the definition of Sick Leave and provide a framework for the consistent application of sick leave pay.

Absence from work due to sickness or non-occupational injury shall be defined as “Sick Leave” and may be granted where a *bona fide* sickness or injury (due to non-work related accident or disease) prevents an employee from attending and performing work.

Sick leave shall occur with or without pay. An employee’s eligibility to receive “Sick Leave with Pay” is dependent upon having sufficient sick pay credits in their bank to cover the period of time the employee is incapacitated. If sick pay credits are not available, “Sick Leave without Pay” may be granted.

The intent of sick leave “With Pay” is to reduce the financial hardship that a *bona fide* sickness or injury can cause to an employee in so far as he/she is unable to work (i.e., incapacitated), and hence, unable to earn income.

Sick Leave “With Pay” Procedures

Where an employee has accrued paid sick leave benefits, sick leave “with pay” may be granted and the employee’s sick leave bank drawn down accordingly. Proof of sickness or injury may be required.

Absences from work due to incapacitation or for periods of confinement or hospitalization for assessment, monitoring, and/or medical therapies shall qualify as *bona fide* sickness or injury and eligible for “Sick Leave with Pay” when supported by medical verification.

Sick Leave “Without Pay” Procedures

Sick Leave Without Pay may be granted where employees are unable to work due to *bona fide* sicknesses or injuries and do not have sick pay credits in their sick leave banks. Employees who have other earned “time banks” may, with supervisory approval, access these banks to cover, in whole or in part, the period referred to as “Sick Leave Without Pay”.

Prescheduled Medical/Dental Appointments

“Time Off” during the employee’s regular work day may be granted by the employee’s supervisor for pre-scheduled medical or dental appointments provided there is sufficient advance notice and the absence does not add replacement personnel costs nor negatively impact on the delivery of services, and/or the efficient operation of the department.

Supervisors shall not unreasonably withhold permission for time off to attend pre-scheduled medical and dental appointments.

Absences for pre-scheduled appointments are not eligible for Sick Leave With Pay except where an employee is incapacitated due to a bona fide illness or injury; or, to attend a physician (including medical ‘Specialist’) and/or dental appointment for the purpose of diagnosing, treating and monitoring a bona fide illness or injury; or for the purpose of receiving ongoing treatment and follow-up of a diagnosed long term medical condition that, if left unattended, would likely lead to incapacitation.

Medical/dental appointments will be, with supervisory approval:

1. Covered by making the time up, or
2. Drawing down from an overtime bank and/or a vacation bank, or
3. Neither 1 or 2 above, and recorded (coded) as Leave without Pay