

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-11			Sick, Bereavement and Requested Leave of Absence
Approval	D/M/Y	Resolution #	
Adopted	24/06/2002	02.192	
Amended	10.04.2017	17.144	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to address an employee's request for a temporary leave of absence from their position with the Town.

1. Sick Leave

- 1.1** Sick leave shall be earned by Employees on the basis of one and one-half (1-1/2) days for every month of actual work by the Employee, to a maximum of one hundred and fifty (150) days. A deduction shall be made from all accumulated sick leave for all normal working days or part thereof (exclusive of holidays) absent for sick leave. An Employee may be required to produce a certificate from a qualified medical practitioner for any illness in excess of three (3) working days, certifying that such an Employee is unable to carry out his duties due to illness. The Town will post a list of accumulated sick leave owing to each Employee in January of each year.
- 1.2** Pre-arranged dental or doctor's appointments during working hours for permanent Employees of the Town shall be considered as sick leave.
- 1.3** All Employees, as soon as possible, must notify their respective Supervisors or leave word at the Town office of their absence from work on account of sickness or injury.
- 1.4** Payment for illness that starts prior to and extends into a scheduled vacation will be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled with the approval of the Administrator.
- 1.5** *Family Sick leave.* The Town shall grant five (5) days off with pay per calendar year, not cumulative to attend to the medical needs of a spouse, common law-spouse, child, step-child, or parent including mother and father in-laws.

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2. Bereavement Leave

- 2.1 A permanent Employee shall be granted five (5) regular scheduled consecutive work days leave without loss of salary or wages in the case of the death of a parent, step-parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, grandparent, step-brother, step-sister, aunt, uncle, foster child or ward.
- 2.2 Where the burial occurs outside the Province the Town may grant such additional time, not to exceed four (4) calendar days, as may be necessary.
- 2.3 A permanent Employee shall be granted one (1) day without loss of salary or wages to attend a funeral as a pallbearer.
- 2.4 The Town shall have unpaid leave for probationary Employees and seasonal/temporary Employees three (3) days plus two (2) days out of Province.
- 2.5 In addition to the above specified days leave with pay, additional time as reasonably necessary may be granted as leave without pay or a paid vacation with the provision that all applications for such extensions must be submitted at the time of the original request, unless extenuating circumstances justify otherwise.

3. Leave of Absents

- 3.1 Leave of absence will be granted only insofar as the operation of the Town will permit, and the period of absence not to exceed three (3) months.
- 3.2 The Employee must give sufficient and reasonable notice, in writing, to the Municipal Administrator, when requesting same. Such request must be authorized by the Municipal Administrator. Such leave shall be without pay and without loss of seniority.

- END OF POLICY-