

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: November 4, 2009	Revised date: December 12, 2018
	Policy No. 300-5 Sick Leave	

R.M. of Browning No. 34  
 Policy No. 300-5 Sick Leave  
 December 12, 2018

**1. Sick Leave**

- 1.1. All full-time, permanent employees, after their 3-month probationary period, earn one (1) paid day per month, worked in that year, of sick leave.
- 1.2. Sick leave is pro-rated for part-time employees.
- 1.3. Sick leave is intended to cover an employee's short-term illness.
- 1.4. Employees can take up to a total of 12 (paid) sick days in a calendar year if their illness or injury is not serious.
- 1.5. Any unused sick days, at the end of the year or at the end of employment (including layoffs) are paid to the employee at a regular days' salary level, calculated as follows:

**SALARIED EMPLOYEES**

Monthly Salary x 12 Months / 251 Working Days x Eligible Days

**HOURLY EMPLOYEES**

Hourly Wage x 8 Hours/Day x Eligible Days

**PART-TIME HOURLY EMPLOYEES**

Hourly Wage x Average Hours per Day x Percentage of Full Time

- 1.6. If an employee is sick for more than two (2) consecutive days, a doctor's note may be requested.

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- 1.7.** If an employee resigns or employment is terminated in their year of hire, they are not eligible for any payment of accumulated sick days.

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