SICK LEAVE

[Organization Name] wishes to support our employees during times when they are unwell, or a family member is unwell. We are committed to adhering to the guidelines established by the *Alberta Employment Standards Code* (*The Code*), at minimum, with respect to sick leaves.

POLICY

The purpose of this policy is to outline the organization’s sick leave.

As per *Alberta Employment Standards Code* (*The Code*) employees have the right of taking up to five unpaid days of personal leave per calendar year for their own health issues or to meet family responsibilities in relation to a family member.

However, at [Organization Name] we wish to provide extra support to our employees. We therefore offer [X] paid sick days per year OR Full time employees earn sick time at a rate of [X] days per month to a maximum of [X] days. Part-time employees will accrue sick time on a prorated basis.

This entitlement begins once an employee has worked for [Organization Name] for at least 90 days.

For greater clarity, family members refer to:

* partner (spouse, adult interdependent or common-law)
* parents, foster parents, guardians
* children, foster children, wards, partner’s children
* siblings
* grandchildren
* grandparents
* any other person living with the employee as a member of their family

These sick leave days may not be carried over into another calendar year if they are not used, nor do they have any monetary value. Employees [may/may not] not take sick leave for cosmetic surgery or medically unnecessary procedures.

Medical Documentation

*Alberta Employment Standards Code* (*The Code*) permits an employee to be absent from work for 5 days. Should an employee utilize the full allotment of these days, or should the injury and/or illness require modified duties and/or accommodation the following will apply:

* Should an employee miss or know they will miss five (5) consecutive days of work, they may be required to provide medical documentation justifying their absence.
* [Organization Name] reserves the right to request medical documentation to support an absence whenever it deems necessary (i.e. an absence from work on the same day a request for a day off was denied).
* [Organization Name] may ask for medical notes, medical reports or independent medical evaluations where absenteeism is excessive or where a specific absence warrants (i.e. return to work program).
* Employees who are required to provide medical documentation, as per the terms of this policy, must visit the doctor and secure said documentation on a day where they were absent from work. If a medical note is requested after the employee returns to work, the employee will secure a medical note ASAP.
* Failure to provide appropriate and required medical documentation when required or requested may result in denial of sick time benefits and/or further disciplinary or counselling measures.

Medical documentation only needs to include the duration of the absence, that date of the employee’s medical appointment, and whether the employee was examined in-person.

COVID-19 Related Leave

Due to the current pandemic, there are job-protected leaves in place for employees who have been affected by Covid-19.Employees who are in quarantine can take 14 days of unpaid leave. It does not matter how long they have worked at [Organization Name]. In addition, they can take this leave more than once. [Organization Name] will consult the latest regulations for any leaves relating to Covid-19 as the situation is continually changing and will adhere to the regulations.

If you need to be away due to COVID-19, please tell your supervisor as soon as possible so they may ensure the provisions of this type of leave are followed. Employees who have run out of paid sick days, may be eligible for government assistance while away on this type of leave.

Call in Procedure

Employees are asked to provide as much notice as possible if they will need to be away from work.

When an employee anticipates not coming into the office or anticipates being late for their regularly scheduled shift, for whatever reason, that employee shall inform [Insert Contact Person] by [telephone/email - state your procedure] [prior to 8:30 a.m. on the day in question OR as soon as possible OR at least 4 hours prior to your shift]. If [Contact Person] or their designate are not available to receive the message, then the message will be left by leaving a voice message on the general mailbox AND by sending an email to [Insert Contact Person’s] email.

*Early notification of non-attendance or lateness is very important so that another employee can fill in for the absent member, if necessary.*

Medical Appointments

It is the expectation that employees will schedule required time off for personal medical appointments on off-work hours. If this is not possible, it is the expectation that employees will schedule medical appointments at the very beginning or very end of the business day, so as to limit their time away from work. If the appointment is scheduled during office hours, the staff member shall give reasonable notice to [Insert Contact Person] or designate and obtain approval (with possible conditions), as required by [Organization Name].