

Section: Tofield Municipal Library Staff

Title: Sick Leave

1. All non-probationary employees are provided job protection when absent from work due to illness or injury for a period not exceeding 12 weeks (e.g., employees will not be dismissed, laid off, suspended, demoted or otherwise disciplined because of absence). Upon written request, employees may be required to provide a medical certificate confirming illness or injury.
2. Paid sick leave is granted with the sole intent to protect employees against loss of income when ill. Paid sick leave is a maximum of 18 days for permanent full-time employees, and 12 days for permanent part-time employees, in a payroll year and prorated if the employee starts employment after the first pay period of the year. The maximum accumulated sick time is 60 days for permanent full-time and 30 days for permanent part-time employees.
3. Any employee absent because of sickness shall inform the immediate supervisor within the hour they are to report for duty. Including the board chair if the library manager will be absent.
4. The library manager may request a medical professional note if there is an absence of more than three consecutive days.
5. Each employee is entitled to a leave of absence with full pay for medical, dental, and mental wellness appointments falling on a regular working day following notification of their supervisor. This time is to be deducted from accumulated sick/personal leave.

Latest Revised Date: October 12,2023