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| **Section: Human Resources HR141.01** |
| **Policy and Procedure: Sick Leave** |

**Policy:**

The Salvation Army Waterston Centre will have a sick leave policy in place.

* In scope (union members) will be subject to the terms of the collective agreement.
* Out of scope (non-union member) will be subject to the territorial/divisional sick leave policy #3108

**Procedure:**

On the recommendation of the Cabinet, the Territorial Commander has agreed to the following guidelines regarding employees’ sick leave which is available to permanent employees:

1.Absence for any reason is to be reported immediately in accordance with the policy guidelines of the local Salvation Army unit. Any sick leave absences not reported in accordance with policy will be unpaid.

2. For the purpose of this policy, a day will be defined as the standard number of hours constituting a full-time day in the individual Salvation Army facility (whether it be 7, 7½, 8 or 12 hours).

3. Benefit duration is based on the accumulation of one day per month of employment (assuming a minimum 5-day or 35 hour work-week), up to a maximum of eighty-five (85) days. (See paragraphs 4 and 5)

 3.1 Days of credit for part-time employees will be accumulated at the rate of one (1) day credit for each twenty-two (22) days of work.

 3.2 Unused days of credit are accumulated up to the maximum of eighty-five (85) days and held in reserve for any future disability.

 3.3 Sick days do not continue to accrue while an employee is on sick leave. Upon return to work, after using any or all of the days of credit, the employee may again accumulate further credits up to the maximum of eighty-five (85) days.

4. Credits will accumulate from the date of employment, but cannot be used until the fourth month of employment.

 4.1 Remuneration for any accumulated credits will not be made on termination of employment, except when such termination takes place during an existing disability.

5. The Plan will provide payment of regular earnings during any sick leave absence after completion of three months of employment.

6. Sick leave benefits are not payable:

 6.1 For any illness or injury covered by Workers’ Compensation or the Canada/Quebec Pension Plan disability benefits;

 6.2 For any illness or injury while an employee is on scheduled leave of absence or paid vacation (sick leave benefits will be paid following the end of the scheduled leave or vacation if the employee is unable to return because of substantiated illness or injury);

 6.3 In the event an employee fails to:

 6.3.1 provide medical evidence requested by the employer;

 6.3.2 authorize the release of medical information to The Salvation Army’s Long Term Disability carrier;

 or,

 6.3.3 participate in the employer’s early intervention program, including job rehabilitation and/or modified work programs.

7.The Salvation Army at all times reserves the right to secure medical substantiation for any sick leave absence, either in the form of a doctor’s certificate, or an independent medical examination requested by the employer or the carriers of The Salvation Army’s Long Term Disability benefit. The associated costs may not necessarily be covered by the employer.

**Clyde Moore**

**Colonel**

**CHIEF SECRETARY**

Per the Prairie Divisional Office,

"*Employees are encouraged to schedule medical and dental appointments for off-work hours whenever possible.*  Please note the following for non-union employees:

*Effective January 4, HR16, a total of 14 hours paid leave per calendar year will be granted to regular full-time and regular part-time non-unionized employees during working hours without the necessity to work compensatory hours. All other time taken for medical and dental appointments will be unpaid.*"

This benefit is in addition to the one day sick leave benefit employees' earn per month.