

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2016 - 43

Being a By-law to adopt a Sick Days Policy.

WHEREAS the 2016-2018 Collective Agreement between the Municipality of Magnetawan and the Canadian Union of Public Employees Local 1813-11 allows for sick days for employees;

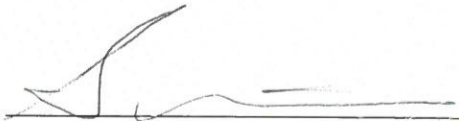
AND WHEREAS the Collective Agreement states that any such sick leave shall be in accordance with Magnetawan's current practice;

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

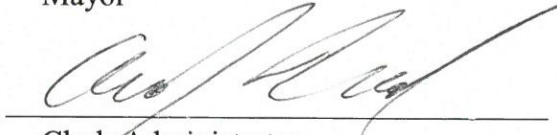
1. **THAT** the Sick Days Policy shall be adopted in the form attached hereto as Schedule 'A' and forming part of this by-law;
2. **AND THAT** the Policy shall come into effect on the date of passing of this by-law.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 9th day of November, 2016

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**



Mayor



Clerk-Administrator

BY-LAW 2016-43 – SCHEDULE ‘A’

SICK DAYS POLICY

November 9, 2016

POLICY STATEMENT

The Municipality of Magnetawan is committed to promoting and maintaining high levels of attendance in the workplace. It is acknowledged that there may be times when an employee will need to be away from work due to personal illness.

For the purposes of this policy, Sick Days are defined as in Section 19.01 of the CUPE 1813-11 Collective Agreement, as being those scheduled working days that an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the *Workers’ Compensation Act*.

PURPOSE

The purpose of this policy is to establish processes for employees to follow including a uniform procedure for the treatment of employee absences from work for Sick Days.

APPLICATION

This policy applies to all Municipal employees.

PROCEDURES

1. The Municipality shall grant each employee Sick Days as per the following schedule:

2016 calendar year:	ONE (1) Sick Day
2017 calendar year:	TWO (2) Sick Days
2018 calendar year:	THREE (3) Sick Days
2. The Municipality expects employees to use Sick Days for legitimate personal illnesses only.
3. If an employee chooses to use a Sick Day, the employee shall provide their Department Head with as much advance notice as possible prior to the start of the employee’s shift.
4. The Department Head may allow an employee to use a ONE-HALF (1/2) Sick Day instead of a whole Sick Day upon the employee’s request. No Sick Day shall be split into a segment smaller than ONE-HALF (1/2) of a Sick Day.

5. Sick Days shall only be applied retroactively within an employee's current pay period and with the consent of their Department Head.
6. If an employee uses all of their Sick Days within the year, any additional sick time required is subject to the approval of the Department Head and shall be without pay unless the employee chooses to apply any remaining vacation days as Sick Days .
7. Unused Sick Days within the current year shall not be carried forward to the next year.
8. Employees who are eligible under the current benefits plan and who are sick for SEVEN (7) consecutive days or who use SEVEN (7) consecutive Sick Days can apply for Short Term Disability benefits as per the policies of the current benefits provider.
9. The Municipality reserves the right to require medical certification of illness relevant to the employee's ability to attend and perform work either from the employee, his/her Health Care Professional and/or from a medical examination by a Health Care Professional mutually agreed upon by the Municipality and the employee, whenever the Municipality considers such action necessary.
10. Special circumstances may be approved by the Clerk-Administrator and Department Head.

CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.

REVIEW CYCLE

This policy shall be reviewed by the Senior Management Team in conjunction with CUPE Collective Bargaining, with the first review to be performed in 2018. Substantive changes to this policy shall require Council approval.