

Section/Number: Leave Management–003	Approval Date: (DD/MM/YY)
Subject: Sick Leave Without Pay	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Sick Leave Without Pay as stipulated in the NWT Employment Standards Act.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All employees are entitled to five days of sick leave without pay during each 12 month period. 2. To be eligible for sick leave the employee must: <ol style="list-style-type: none"> 2.1. Be incapable of working because of an illness or injury 2.2. Have been employed by the Community Government for at least 30 days, and 2.3. Submit an Application for Leave Form at the earliest possible date after returning from Sick Leave. 3. An employee who cannot report to work because of an illness or injury must contact his/her supervisor or the Senior Administrative Officer at the start of the workday and/or at the earliest possible time if the illness or injury occurs during the workday. <ol style="list-style-type: none"> 3.1. The employee must request and receive approval for sick leave. 3.2. The employee must indicate the estimated length of sick time. 4. If the duration or expected duration of the sick leave exceeds three consecutive days, or for any other duration at the employer's discretion, the employee must provide the Community Government with a medical certificate stating that he/she is incapable of working because of illness or injury. <ol style="list-style-type: none"> 4.1. The Senior Administrative Officer/delegate (SAO) may waive this requirement if the SAO/delegate is aware of the illness or injury. 5. Employees who do not call in within the first hour of the workday may be considered to be Absent Without Leave. 6. An employee reporting for work after an illness must submit an Application for Leave Form indicating the number of days of sick leave used. 7. The Supervisor will ensure that the employee is eligible for sick leave credits and the Leave Form will be placed on the employee's Leave File. <ol style="list-style-type: none"> 7.1. If the employee does not have the required sick leave credits, the leave will be considered Leave Without Pay. 	

Logo

Community Government Name

Attachments

Request for Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)