

Section/Number: Leave Management–003	Approval Date: (DD/MM/YY)
Subject: Sick Leave With Pay	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Sick Leave With Pay as stipulated in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees are entitled to earn sick leave with pay at a rate of one and one-half (1.5) days per month for each month that they receive at least ten (10) days of pay. (Community Governments should identify the amount of paid sick leave they will provide if different than stated in this sample policy). 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 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. <ol style="list-style-type: none"> 5.1. Employees who are considered to be Absent Without Leave will not be paid for that time and may be subject to further disciplinary action. 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 and the employee will not be paid for that time. 	

Logo

Community Government Name

Attachments

Request for Leave Form

References

Employment Standards Act Section

<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.)