

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: March 5, 2012	Revised date: December 12, 2018
	Policy No. 300-5 Sick Leave	

Town of Lampman
Policy No. 300-5 Sick Leave
December 12, 2018

1. Sick Leave

- 1.1. All full-time, permanent employees, after their 3-month probationary period, earn one (1) paid day per month, worked in that year, of sick leave.
- 1.2. Sick leave is pro-rated for part-time employees.
- 1.3. Sick leave is intended to cover an employee's short-term illness.
- 1.4. Employees can take up to a total of 12 (paid) sick days in a calendar year if their illness or injury is not serious.
- 1.5. Any unused sick days, at the end of the year or at the end of employment (including layoffs) are paid to the employee at a regular days' salary level, calculated as follows:
SALARIED EMPLOYEES

Monthly Salary x 12 Months / 251 Working Days x Eligible Days

HOURLY EMPLOYEES

Hourly Wage x 8 Hours/Day x Eligible Days

PART-TIME HOURLY EMPLOYEES

Hourly Wage x Average Hours per Day x Percentage of Full Time

- 1.6. If an employee is sick for more than two (2) consecutive days, a doctor's note may be requested.

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- 1.7.** If an employee resigns or employment is terminated in their year of hire, they are not eligible for any payment of accumulated sick days.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-5 Sick Days	December 9, 2010	Council
Policy No 300-5 Sick Days	December 13, 2012	Council
Policy No 300-5 Sick Leave	December 12, 2018	Council