



SECTION 6: HUMAN RESOURCES

POLICY 6.12: SICK LEAVE

Passed: 6.12.3 – April 24, 2013 6.12.6 – July 25, 2018

Amended:

6.12.1 Entitlement

Full-time employees will accumulate sick leave entitlement at the rate of 1.25 days per month worked to a maximum of 172 working days. Part-time employees, excluding Pages, will accumulate sick leave entitlement at the rate of 1.25 days per month on a pro-rata basis according to the percentage of normal full-time worked.

Sick leave credits are not earned while on leave of absence without pay. After completing probation, full-time employees will receive sick leave equivalent to 1.25 days for each month worked, retroactive to the date of initial employment. Part-time employees excluding Pages will receive sick time equivalent on a pro-rata basis according to the percentage of normal full-time worked retroactive to the date of initial employment.

6.12.2 Notice

Employees will notify their supervisor at least one hour prior to the commencement of their shift, whenever possible, that they are unable to report to work due to sickness.

6.12.3 Doctor's Certificate

At the discretion of the Chief Librarian, a Doctor's Certificate may be required for regular sick leave absences in excess of three consecutive working days or where a pattern of sick leave absence develops. If the Doctor's Certificate is requested by the Chief Librarian, any associated cost will be reimbursed to the employee by the Prince George Public Library.

Doctor's certificates are required for return to work from short or long term disability as well as leave covered under the Worker's Compensation Act. Associated costs of Doctor's Certificates for the administration of extended health benefits and WorkSafe BC claims will be reimbursed to the employee by the Prince George Public Library.

6.12.4 Sick Leave Without Pay

In the event that an employee's sick leave and Short Term Disability benefits expire, the library will follow at least the minimum requirements as outlined in the Employment Standards Act for eligible leaves.

6.12.5 Short Term Disability

Employee benefits will continue while the employee is on Short Term Disability. The City of Prince George Payroll Department determines how the employee contribution will be paid on return to work.



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6.12.6 Long Term Disability

Employee benefits will continue for a period of twelve months while an employee is on Long Term Disability, with premiums being shared as per Section 6.9.2. After twelve months, the employee has the option of continuing benefits by covering 100% of the costs, or cancelling participation in the benefit plan.

The employee will be invoiced by the City of Prince George Payroll Department for the employee contribution amount owing during the first twelve months. The City Payroll Department will invoice quarterly in advance for employee contributions continuing after twelve months.

Employees on Long Term Disability who work 780 hours or more in any twelve month period will continue to be entitled to benefits according to Section 6.9.1.

6.12.7 Cash Payout of Accrued Sick Days

6.12.7.1 Intent

The Prince George Public Library Board places prime importance on its ability to manage its resources effectively and minimize the impacts deficits and budget reductions have on Library staff as a whole.

Further, it is the Board's view that sick leave is a benefit the employer provides to employees to assist in coping with illness.

6.12.7.2 Regulations

As of September 17, 1993 employees will no longer be able to accrue sick leave for the purpose of payout.

Full-time employees and grand-parented part-time employees who were hired prior to September 17, 1993 will retain the right to bank, for the purpose of payout, any sick leave accrued up to and including September 17, 1993. If this bank is eroded due to ill health, the employee may rebuild the bank from future sick leave entitlement, to a maximum, of that which had been earned by the employee as of September 17, 1993.

These employees will be entitled:

Upon resignation, to receive a cash amount equal to 25% of their accumulated sick leave bank as of September 17, 1993 or 25% of their total current accumulated sick leave whichever is least.



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Upon retirement at the maximum retirement age outlined in the [Pensions \(Municipal\) Act](#), and having 10 or more years of service with the Library, to receive a cash amount equal to 50% of their accumulated sick leave bank as of September 17, 1993 or 50% of their total current accumulated sick leave whichever is least.

Upon retiring due to ill health having reached the minimum retirement age under the [Pensions \(Municipal\) Act](#) and having 10 or more years of service with the Library, to receive a cash amount equal to 50% of their accumulated sick leave bank as of September 17, 1993 or 50% of their total current accumulated sick leave whichever is least.

The hourly rate used to determine the payout of accumulated sick leave will be the hourly rate to which the employee was entitled as of September 17, 1993.