



Sick Leave

Background

These guidelines provide information on KTCEA’s sick leave provisions and how they are administered.

Guidelines

1. A full-time employee will earn sick days at the rate of one and one quarter (1.25) days per month worked to the maximums detailed below. A new employee who works a partial month during their first month of employment will accumulate sick days for that month on a pro-rated basis.
2. The maximum accumulation of sick days for an employee with less than five (5) years of service will be fifteen (15) days; the maximum accumulation of sick days for an employee with five (5) to ten (10) years of service will be twenty (20) days; and the maximum accumulation of sick days for an employee with more than ten (10) years of service will be twenty-five (25) days.
3. Sick days are paid at 100% of salary.
4. An employee shall use their accumulated sick leave if they are absent from work due to their illness or disability, or the illness of the employee’s child or other member of the employee’s immediate family.
5. A maximum of five (5) sick days may be observed in a single instance of illness or injury. In the event an employee’s illness or injury continues for more than seven (7) days (normally five [5] working days), the employee will be required to apply for Short-Term Disability.
6. Once an employee’s sick day balance has been exhausted, they will not have any further sick days available to them until new Sick days have been accumulated.
7. Upon separation from KTCEA, any unused sick days will be forfeited. No compensation shall be provided for unused sick days.

These guidelines apply to all eligible KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors. When a supervisor needs assistance in interpreting the guidelines, direction will be provided by their Associate Superintendent, in consultation with other KTCEA leadership, as appropriate.

#	Procedure	Roles & Responsibilities
1.	Adhering to these guidelines. Providing their supervisor with:	Employees

	<ul style="list-style-type: none"> a. a signed declaration as to the reason for an absence where their illness or injury was for a period of three (3) working days or less; b. a certificate signed by a qualified medical doctor indicating that the absence was necessitated by illness or injury where the sick leave is for a period in excess of three (3) consecutive working days; and c. According to First Nation customs, an employee may seek the help of an elder for medical reasons. Supervisors shall respect this custom. <p>Entering absences in the Atrieve system. Completing and submitting required forms.</p>	
2.	Administering Sick Leave provisions.	Pension and Benefits
3.	Ensuring adherence to these guidelines. Confirming that employee absences have been entered in the Atrieve system.	Supervisors
4.	Overseeing sick leave guidelines. Providing support to employees and supervisors in the interpretation and application of these guidelines	Human Resources

References:

KTCEA Policy 12 Human Resources
Applicable Insurance Contracts

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.