



Sick Leave (Full Time/Part-Time)-Procedure

Administration , Teachers, Maintenance/Janitorial Full –Time Kitchen and Lodge employees who work 10 months of the year, they will earn up to a maximum of 12.50 days of Sick Leave. For **Part-Time lodge**, they will earn sick leave based on their EFT rotation. For a .6 EFT it would equal 6 hours a month or 7.5 days in a year.

For some **Administrative** and **Maintenance/Janitorial** employees who work 12 months of the year, they will earn up to a maximum of 15 days of Sick Leave.

This leave is cumulative year to year with a maximum of 119 days to be banked. Sick days will be tracked by the Director of Operations.

Sick days can only be used as they are earned and will not be credited in advance. Sick days accrue at the end of each month worked.

Sick Leave is for staff medical and dental reasons or for acute illness, only and should be used for these purposes and **is not to be used to care for sick family members**. Abuse of these days will not be condoned. Please see the attendance policy for **E.1.H** for further information should this becomes an issue.

Sick Leave will not be paid out in the event of termination of employment, whether by the employee or the employer.

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