

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Illness/Injury Leave

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION:

Policy:

When an employee cannot perform their work because of illness/injury, they shall notify the Executive Director or designate as soon as possible.

When the Executive Director cannot perform their work because of sickness, they shall notify Atikokan Literacy Incorporated staff as soon as possible. The Executive Director will also notify the Board Chair should the sickness last longer than five (5) days.

Procedure:

1. Every full-time employee (minimum of 28 hours per week) shall accumulate one (1) sick day per month, for a maximum of ten (10) days annually.
2. Every part-time employee (minimum of 15 hours per week) can accumulate one-half (1/2) sick day per month to a maximum of five (5) days annually (fiscal year April 1 to March 31).
3. Sick leave days cannot be carried forward to the next year. Unused accumulated sick days are non-payable.
4. This does not apply to Probationary Employees, Fee for Service Employees or Contract Employees.
5. Medical documentation may be requested by the Executive Director or Board of Directors.