

Glory Lutheran Church

Sick Leave

POLICY

This policy applies to non-rostered staff only. For policy for Pastors, reference ELCIC.

Temporary/casual employees do not qualify for benefits under this policy.

Sick leave benefits are intended solely to provide income protection in the event of illness or non-occupational injury and may not be used for any other absence. Sick leave benefits should be viewed as insurance, rather than entitlement. Regular attendance by every employee is expected. Failure to meet employee obligation for regular attendance could result in termination.

Paid sick leave can be used in minimum increments of 1 hour.

Pay for sick leave will be calculated based on 100% of the employee's base pay rate at the time of absence.

DEFINITIONS

"Employer" is defined as Glory Lutheran Church.

"Sick leave" is defined as leave for illness or an accident not covered under Workers' Compensation.

"Year" is defined as January 1 to December 31, i.e. calendar year.

PERMANENT FULL-TIME EMPLOYEES

The amount of sick leave credits shall be a maximum of 48 hours with pay in each year, based on a forty (40) hour work week.

Employees will not be eligible for sick leave benefits prior to completion of probationary period. After successful completion of probationary period, employees shall be eligible for a pro-rated number of sick leave hours, based on the period of time from hire date to December 31. Each one (1) hour of sick leave used within a year of service, shall be deducted from the remaining sick leave credits for that year of service. Unused sick leave credits may not be carried over.

If an employee runs out of sick time during an extended period of illness, they may choose to use banked time or vacation time to cover their absence.

PERMANENT PART-TIME EMPLOYEES

A permanent part time employee's sick leave credits will be calculated as a percentage of 48 hours, based on the average number of hours the employee is scheduled to work (as per the employee offer letter) in a forty hour work week.

After successful completion of probationary period, employees shall be eligible for a pro-rated number of sick leave hours based on the period of time from hire date to December 31, up to the maximum number of hours.

Each hour of sick leave used within a year of service shall be deducted from the remaining sick leave credits for that year of service. Unused sick leave credits may not be carried over.

If an employee runs out of sick time during an extended period of illness, they may choose to use banked time.

EMPLOYEE RESPONSIBILITY

Employees are expected to take responsibility for their physical health and mental well being. Any time an employee is sick and cannot report to work, the employee must call the Pastor or the Human Resources Committee Chair (HR Chair) before the start of the employee's shift. The employee must call in to the Pastor or HR Chair personally to inform him/her of his/her illness except in extreme situations; e.g. the employee has been admitted to hospital. The employee must call the Pastor or HR Chair each day that they are sick unless the employee has a note from their doctor indicating the date that the employee will return to work. It is the employee's responsibility to keep the Pastor or HR Chair informed as to his/her condition. The Pastor/HR Chair will not assume that the employee is still sick when the employee does not report for a shift.

An employee may be sent home if they arrive at work and are judged unfit by the Pastor to perform duties of the job due to illness.

PROOF OF ILLNESS

At the employer's discretion, an employee may be asked to produce an acceptable proof of illness/injury prior to approval of payment of sick benefits.

A medical certificate should include the date the employee saw and was treated by the physician, confirmation the employee was too ill to come to work, prognosis for recurrence and the date the person is fit to return to work along with any medical restrictions. If the certificate does not provide this information, the HR Chair or designate can request the employee to produce another suitable certificate.

UNUSED SICK LEAVE CREDITS

Unused sick leave credits will not be paid to employees while they are employed or upon termination of employment.

EXAMINATION BY A MEDICAL PRACTITIONER

The Employer may require that the employee undergo a medical examination or a medical interview. When such examination or interview is for purposes other than meeting the requirements

for sick leave benefits, the examination or interview shall be at the Employer's expense and up to two (2) hours of the employee's time will be paid.

The Employer may require that an employee be examined by an independent medical practitioner:

- a. In the case of prolonged or frequent absence due to illness; or
- b. Where there is apparent misuse of illness leave; or
- c. If there is good reason to believe that the employee has been in contact with a contagious disease; or
- d. When it is considered that an employee is unable to satisfactorily perform their duties due to disability or illness, either physical or mental.

The medical report shall contain conclusions and recommendations relating to any limitations or restrictions concerning the employee's ability to perform the duties of their position and the medical information leading to those conclusions.