

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Leave - Sick	<i>POLICY NUMBER:</i> 1.6.56	<i>EFFECTIVE DATE:</i> November 6, 1986
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i> Internal Policy	<i>DATE AMENDED:</i>

Sick Leave Provisions are contained in Article 21 of the CUPE Local 777 Agreement.

1. Sick leave benefits will be paid only for approved absences. Doctor and dental appointments are not compensable under the sick leave benefit package. Department Heads may, at their discretion, provided the concession is not abused and provided further, that the employee's absence does not detrimentally interfere or disrupt the efficient operation of the Department, grant the employee time off with pay for attending scheduled in-town medical and dental appointments.
2. An employee may, at the discretion of the Department Head, be granted time off with pay for attending scheduled out-of-town medical and dental appointments. All such sick leave must be supported by a valid medical certificate verifying that the employee was referred to out-of-town treatment.
3. Sick leave benefits will not be paid under any circumstances for absences due to illnesses or medical appointments by any family member other than the insured employee.
4. A doctor's certificate may be required after two days absence. On individual cases where abuse of sick leave provisions is suspected, a doctor's certificate shall be required after each absence no matter what the duration of the absence. The doctor's certificate should outline the general nature of the employee's illness and when he/she may return to work.

Generally, if an individual is to be placed on this program, he/she should be verbally warned of the City's concern and should subsequently be advised of such concerns in writing.