

**TOWN OF OXFORD  
GENERAL ADMINISTRATION**

**Subject: Sick Leave**

**Number:**

**Approved by: Council**

**Effective Date:** August 13, 2019

**Revision Date:** 17 September 2019

***Rationale***

It is the policy of the Town of Oxford to establish a policy for awarding and use of sick leave benefits.

This policy will not apply to any employee with a current employment contract with the Town or any employee covered under a collective agreement unless the contract or agreement contains a direct reference to this policy.

***Policy Statement***


1. Any previous policy on this subject matter is hereby fully repealed and replaced.
2. The objectives of this policy are to:
  - a) determine the sick leave benefits of employees
  - b) define how and when sick leave benefits are accumulated and used.
3. Sick leave means the period of time an Employee is absent, with approval, from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or other licensed health care practitioner, or because of an accident or condition for which compensation is not payable under the Worker's Compensation Act. Sick leave is not available for any absence compensable under Workers Compensation.
4. Employees who are eligible for group insurance benefits shall be entitled to a total benefit of eighteen (18) days paid sick leave per year. This benefit shall be awarded at the beginning of each month at a rate of 1.5 days for every full month an Employee is employed. Employees who work less than the regular seven (7) hours per day due will be granted a prorated portion of 1.5 days sick leave per month based on the percentage of working days and/or hours completed in that month. Employees who do not use the allotted sick leave shall be entitled to carry over remaining sick leave, to a maximum of one hundred twenty (120) days.
5. All eligible permanent seasonal or part time employees will be granted a prorated portion of 1.5 days sick leave per month based on the percentage of working days and/or hours completed in that month.
6. Employees shall not accumulate sick leave while on lay-off. The unused portion of an Employee's sick leave shall accrue for the Employee's future benefits within the maximum as prescribed in section 4.

7. If requested by the Employer, an Employee claiming entitlement to sick leave must produce a medical certificate after three (3) consecutive working days of illness. If such a medical certificate is not produced, the Employee shall have no claim for pay in respect of their absence from work.
8. Employees eligible for sick leave and absent from work for more than fifteen (15) working days shall provide a medical certificate indicating a physician's approval of the return to work and the Employee's ability to carry out their normal employment duties and responsibilities.
9. An Employee with more than one (1) year of continuous service who has exhausted sick leave credits may be allowed an extension of sick leave to a maximum of five (5) working days, with the approval of the CAO. Upon return to duty, the Employee shall repay the extension of sick leave in full at the rate of one day per month.
10. Any Employee who fraudulently applies for and/or obtains sick leave shall be subject to immediate discharge by the Employer.
11. No payment will be made to any employee in settlement of or in payment of any sick leave accumulation or portion thereof.

### ***Certification***

**I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford,** do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 17<sup>th</sup> day of September, 2019.

**GIVEN** under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 20<sup>th</sup> day of September, 2019.

  
Rachel L. Jones  
Chief Administrative Officer