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| <b>SECTION:</b>       | <b>Human Resources Support</b>                     | <b>APPROVAL DATE:</b>     |
| <b>SUBSECTION:</b>    | <b>Provision of Replacement Secretaries</b>        | <b>September 19, 1977</b> |
| <b>POLICY NAME:</b>   | <b>Sick Leave Credit for Part Time Secretaries</b> | <b>LAST REVISED:</b>      |
| <b>POLICY NUMBER:</b> | <b>P.HRS.B.2</b>                                   | <b>January 1, 1998</b>    |

1. ELIGIBILITY  
All part-time secretaries who are employed on a probationary or permanent basis shall be eligible for sick leave in accordance with this policy.
2. ANNUAL SICK LEAVE CREDIT  
On October 1, in each year, the Board shall place to the credit of each eligible secretary the number of days of sick leave credit to which the employee is entitled, based upon 20 days per year for full employment and pro-rated according to the work schedule of the employee.
3. MAXIMUM ACCUMULATION
  - a) Sick leave credit not used by the employee shall be transferred on September 30 of each year, to a reserve.
  - b) The maximum accumulation of the reserve, in any school year, shall be ten times the number of days of sick leave credit given to the employee on October 1 of that year.
4. ACCESS TO SICK LEAVE AND ALTERNATIVE ARRANGEMENTS
  - a) It is the intention of the Board, through this section of the policy, to make it possible for an employee to avoid loss of income because of absence due to illness.
  - b) Where an employee is absent due to illness the time lost shall be regained through the following procedures:
    - i) During the two weeks following an absence due to illness the employee may increase his or her regular schedule to compensate for all or part of the time lost;
    - ii) Subject to section 5 below the employee may draw from sick leave, or the sick leave reserve, the number of days which cannot, by reason only of the employee's regular schedule, be accommodated within the two week period.
  - c) If circumstances do not permit the increase in the working schedule during the two weeks following the illness, alternate arrangements may be made with the approval of the principal or the Superintendent of Business and Finance.
5. USE OF RESERVE CREDIT
  - a) When an employee has used the annual sick leave which has been assigned at the beginning of a school year, the employee may draw from the reserve.
  - b) Notwithstanding Paragraph 5(a), an employee who participates in the Long Term Disability Plan may use sick leave credit only to the end of the waiting period required by the Plan.

6. GUARANTEE: UNEMPLOYMENT INSURANCE COMMISSION

Notwithstanding the amount of sick leave credit which an employee may have accumulated, the Board, in accordance with its agreement with the Unemployment Insurance commission, shall, after expiration of the employee's sick leave credit and a two week waiting period, provide any necessary additional sick leave credit so that the employee might have, if required for any one illness, a minimum of 15 weeks of sick leave.