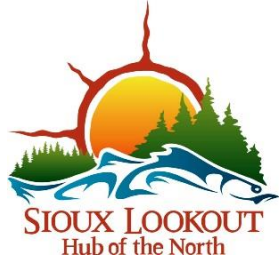


Sick Leave and Personal Days



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-09	Date:	May 1, 2026
Approved by:	CAO	Repeal:	

Purpose

To define the guidelines and entitlements for the use of paid sick leave and personal days, and to ensure compliance with the Employment Standards Act and municipal policies.

Policy Statement

The Municipality is committed to protecting the health and well-being of its employees. Sick leave and personal days are provided to assist employees during times of illness, injury, or urgent personal and family responsibilities, ensuring income protection and promoting a healthy work environment.

Scope

This policy applies to all regular full-time and part-time employees of the Municipality.

Definitions

- **Sick Leave:** Paid time off granted when an employee is legitimately ill or injured and unable to work or needs to care for a family member.
- **Personal Days:** A portion of sick leave designated for approved personal reasons, including out-of-town medical appointments and urgent family needs.
- **ESA:** Refers to the Ontario Employment Standards Act.

General Provisions

- Sick leave is not intended to be used for personal business or as an extension of vacation.
- Employees are entitled to up to 14 sick days per year (1.17 days per month).
- Up to 15 hours (for 1950-hour employees) or 16 hours (for 2080-hour employees) annually may be designated as personal leave credits.
- Unused sick leave may be carried forward year to year to a maximum of 907.5 hours (1950-hour employees) or 968 hours (2080-hour employees). There is no payout of unused sick leave.

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

Responsibilities

- Employees are responsible for notifying their immediate supervisor, or designate, via work issued cell phone or email a minimum of 30 minutes before the start of their shift. Earlier notice is preferred when possible.
- Employees share responsibility in providing appropriate documentation or medical information when requested to confirm illness or injury. Failure to do so may result in disciplinary action.
- Supervisors are responsible for informing all staff when they must contact a designate in advance of planned absence, by way of posted notice.
- Supervisors are responsible for managing sick leave records and ensuring adherence to this policy.

Exceptions

- Alternate directions may be issued in times of supervisor absence and should be followed until otherwise notified.

References

- Ontario Employment Standards Act
- Occupational Health and Safety Act
- Attendance Policy

Review and Revision

This policy will be reviewed every three (3) years or earlier if legislative or operational changes require it