

RURAL MUNICIPALITY OF MILTON NO. 292

SICK DAY POLICY

PURPOSE

The purpose of this policy is to provide an outline for paid employee sick days.

POLICY

This version of the Sick Day Policy passed by resolution of council this October 15, 2025 replaces the Sick Day Policy passed by Resolution No. 2022-088 and applies to all employees except for Administration employees, which the Joint Administration Agreement will govern.

Full-Time Employees – Maximum of twelve (12) paid sick days per annum will be available to permanent full-time employees and are accrued at one (1) day per month starting January 1st each year.

Seasonal Employees – Maximum of seven (7) paid sick days per season will be available to seasonal employees during each seasonal term of employment and are accrued at one (1) day per month starting the first month of employment.

Sick days may be used for:

- Personal Illness
- Medical or Dental appointments

Days are considered as their regular working hours scheduled at the time of leave. Sick days will act as credits and have no monetary value and cannot be rolled over into the following year. No compensation will be provided at the end of the employee's tenure with the Municipality for unused sick day credits, nor are they acceptable to be used in lieu of notice.

Reporting

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for the absence.
2. After an absence of five (5) days within a four (4) week period, the employee may be required to provide a medical note.
3. All sick days must be recorded and tracked on each timesheet.
4. Any employee who fails to report an absence and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action, including termination for job abandonment.
5. Any employee found to be abusing the sick day policy in any manner may be subject to disciplinary action, up to and including termination.

Disability

1. Any employee with a sick leave that lasts over seven (7) days must apply to SARM for Short Term Disability benefits.
2. If sick leave is due to a workplace injury, the injury must be immediately reported to the Saskatchewan Workers' Compensation Board and the employee's immediate supervisor.

This Sick Day Policy will be occasionally reviewed and may be replaced, amended, or cancelled at any time by resolution of council.

Resolution No. 2025-355
Date: October 15, 2025