

## **SICK LEAVE, ADMINISTRATIVE AND BUSINESS STAFF**

### Statement of Policy

The Peel District School Board approves of the establishment of a sick leave plan for members of its administrative and business staff.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the Human Rights Code.

### Administrative Regulations

1. This plan shall apply to all full-time and permanent part-time employees. Hourly rated staff shall be excluded except where special provisions exist in negotiated agreements.
2. In accordance with Regulation 1/13, all eligible employees shall be allowed 11 days of sick leave per year paid at a rate equal to 100 percent of the employee's salary for the year. Sick leave will be pro-rated for Employees less than full-time.
3. An employee who is absent for a period of five consecutive days or more for reasons of illness shall file with the appropriate official a certificate from a duly qualified medical practitioner or licentiate of dental surgery, stating the reason for the absence and the employee's fitness to resume duties. For illness of less than five (5) days duration an employee shall be required to file a medical certificate only if such certificate is requested by the appropriate official of the Board within the specified time limit, in keeping with the terms of the current collective agreement (if applicable) or the Board's Leave Policy, of the employee returning to work.
4. After an absence of twenty (20) consecutive days, the Director of Human Resources Support Services or designate may require a certificate from a duly qualified medical practitioner or licentiate of dental surgery stating the reason for the absence.
5. Where this policy differs with a collective agreement or the provisions contained within published terms and conditions of employment, the collective agreement or the published terms and conditions of employment will prevail.

Approved May 27, 1969  
Revised December 1974  
Revised February 26, 1985  
Revised September 8, 1987  
Revised April 9, 1991  
Revised April 27, 1993  
Revised October 8, 1996

Revised January 1, 1998 (*to reflect change in Board name*)  
Reviewed 2000  
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