

BOUCHER INSTITUTE POLICY

Policy Title: Sick Leave

Date of Initial Board Approval:

Date of Last Approved Revision: January 30, 2020

**Person(s) Responsible for Implementation & Adherence: HR Manager,
Managers**

Related Policies/ Procedures: Leave procedure

BINM provides paid sick time to regular full-time and regular part-time staff members to provide members with protection against loss of income if they are ill or injured, need to attend to a close personal relations/family member or if they need time off from work for necessary or routine health care.

Full-time employees at the Boucher Institute of Naturopathic Medicine earn one day of paid sick leave for each completed month of work.

A completed month shall be any month in which the employee was present at work or on paid leave (e.g. vacation leave) for a combined total of more than half of the regularly scheduled working days. Pay for a day of leave will be for the number of hours of work that the employee is normally scheduled to work on the day leave is taken. For example, an employee who works 37.5 hours per week will normally work 7.5 hours per day, 5 days per week, and will receive 7.5 hours of pay if a full day of sick leave is taken. An employee who works 35 hours per week will generally work 7 hours per day, and will receive 7 hours pay on a sick day.

In a calendar year, full time employees are entitled to up to 12 days of paid sick leave. Although sick leave credits are not carried over from year to year, the full amount of sick leave which will be earned during a calendar year shall be considered to be available to the employee on January 1 of that year, and will be advanced in the event of need. This will ensure that all employees begin each calendar year with an available pool of paid sick leave credits which can be drawn on as needed. If an employee leaves their position at the Boucher Institute in a deficit position (i.e. more sick leave has been advanced/used than has been earned) at the time of their departure, then the deficit amount will be recovered from the employee's last pay cheque.

In an employee's first calendar year of employment, the number of sick days available to be advanced for that year will be pro-rated based on the employee's start date. Employees who are serving their probationary period will earn paid sick leave credits at the same rate as other employees however any sick leave taken during the probationary period will be without pay. Credits earned during probation may be used after the probationary period has been completed.

The Institute, in accordance with the procedure, may exercise discretion to approve paid sick leave in excess of what is provided for in this policy in exceptional circumstances, particularly where an employee's long record of service and pattern of low sick leave use in prior years support the decision.