

	Title	Sick and Personal Leave Policy
	Policy #	Staff – 11.3
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	
	Owned By	Executive Committee

## 1.0 OVERVIEW

This policy applies to all employees of AMHA. For the purposes of this policy, eligible shall refer to an employee who has successfully completed their probationary period. Employees with less than 90 days of employment may still be granted leave; however, fully at the discretion of the Executive Committee. AMHA is not required under employment standards legislation to grant them leave where the probationary period has not been completed.

## 2.0 POLICY

2.1 An employee who is required to be absent from work for a valid personal reason, may be granted unpaid leave to a maximum of five (5) working days or 37.5 hours per calendar year.

2.2 AMHA does not compensate employees for pay wages or benefits during leave.

2.2.1 Leave will be considered necessary for:

- the health of the employee, or;
- for the employee to meet his or her family responsibilities in relation to a family member

2.3 Length of Leave

An employee can take up to 5 days of personal and family responsibility leave in each calendar year. Any leave days not used by an employee cannot be carried over into a new calendar year. For absences greater than 5 days, paid lieu time may be taken to cover longer leaves, upon approval from the Executive Committee.

An employee must give AMHA notice as soon as is reasonable before taking a leave. Employees may be asked for a doctor's note for medical absences.

2.4 Employees are responsible for ensuring their work assignments are appropriately managed while they are on their leave. Should the sick days be in the excess of the days allowed by employment standards, AMHA has the responsibility to conduct an employee review to assess modifications to the work schedule and/or other necessary actions in accordance with the Unsatisfactory Work Performance Policy #11.1 and as required to ensure the successful and fiduciary delivery of the AMHAs programs.