



POLICY NUMBER: 7-2650-3

REFERENCE:

Sick Leave – Medical Appointments, Vacation or
Other Leaves

ADOPTED BY:

Council
July 14, 2015

AMENDED DATE:

N/A

SUPERSEDES:

#012/01

DEPARTMENT:

Finance

EFFECTIVE DATE:

July 14, 2015

Policy Statement:

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The District of Ucluelet will provide personnel with some protection against the loss of salary during periods when they cannot perform their assigned responsibilities due to illness.

Sick Leave – Medical Appointments:

The District of Ucluelet permits the use of accrued sick leave for medical or dental appointments because the employer recognizes that preventative medical and dental attention benefits employees directly and the employer indirectly. The use of sick leave entitlement for medical and dental appointments is specified in the Collective Agreement, and the Exempt Staff Remuneration Business Case (policy 5-1920-1) states that “time off for medical appointments will be compensated as sick time. Paid time off for medical appointments will be managed ethically and responsibly by employees and will be subject to a preapproval process with the immediate supervisor and/or CAO.” This policy does not specify the use of sick leave for dental appointments.

It is expected that where employees elect to use sick leave to attend medical and dental appointments, that employees use medical and dental resources available in Ucluelet. Where such services are not available in Ucluelet, employees are expected to claim sick leave only for reasonable and appropriate travel time and time in attendance at the appointments. Where possible, staff should schedule their appointments so as to minimize the impact on their work schedules.

Employees residing outside of Ucluelet who elect to visit outside medical and dental practitioners (when qualified practitioners are available in Ucluelet) may use sick leave to attend their preferred practitioners, but use of the sick leave entitlement is limited to the reasonable and appropriate travel time between the employee’s residence and the medical office and time in attendance at the appointments. [Consistent with the principle that the employer does not discriminate in hiring out of town staff, the employer should not endure an additional burden for travel time between Ucluelet and another location to accommodate the preferences of employees residing outside of Ucluelet].



As appropriate, employees are expected to attend work before and/or after attending their appointments. It is inappropriate and an abuse of sick leave to claim a full day of sick leave for attending medical appointments where the reasonable and appropriate travel and attendance time do not warrant the claim.

Sick Leave – Vacation or Other Leaves:

The District of Ucluelet does not permit the use of accrued sick leave as a result of illness or injury, or medical or dental appointments, while on vacation (including time off in lieu of overtime) or leaves of absence.

The employer may consider exceptions to these policies on an individual case basis, each based on its own merit and "without prejudice".