

## ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Sick Leave (Non-Certified Staff)

PER #07

Reviewed: January 2026

### Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states *"the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."*

### Procedures

1. Upon completion of the probation period, sick leave with pay will be granted to employees for the purpose of obtaining necessary medical or dental treatment or appointment(s) because of accident, sickness, or disability, in accordance with the following:
  - 1.1. Two (2) working days of service per month accumulated to a maximum of sixty (60) working days (60 working days is equal to the waiting period before an employee can be eligible for the Extended Disability Benefit – EDB). Accumulation of sick leave days during periods of illness will be determined as follows:
    - 1.1.1. Full accumulation for illness up to five (5) days;
    - 1.1.2. One (1) day of accumulation for illness 6 – 15 days; and,
    - 1.1.3. No accumulation for any month in which illness exceeds fifteen (15) days.
  - 1.2. Employees who are less than full-time are entitled to this benefit on the basis of the average hours per day worked.
2. The employee shall, at the request of the supervisor, submit a doctor's certificate stating the reason for the illness resulting in any absence that exceeds three (3) consecutive working days.
3. Administration may request a doctor's certificate at any time if there is cause for concern.
4. For absences in excess of two (2) consecutive weeks, the Division shall require the employee to produce a medical certificate attesting to their readiness to return to work.
5. Employees may use three (3) of their accumulated sick days per year to care for a sick family member living in the employee's household.
6. Sick leave days unused at the termination of employment shall not be reimbursed to the employee.