

## **SAMPLE: Preventative Medicine Policy**

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

Whenever possible, staff are to arrange appointments during flextime or outside their usual work hours. Should they be unable to do this, they are to make arrangements with their supervisors to use personal leave without loss of pay or sick credits for regular check ups:

- by a doctor, dentist, chiropractor or optometrist not to exceed 20 hours per year (pro-rated for part-time staff) and 5 additional hours per year for unusual circumstances and subject to supervisor approval; and
- during pregnancy staff are allowed two days in addition to those specified above for prenatal preventative medical care.