

SAMPLE: Sick Leave Policy

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

Staff are entitled to one and one-half days of sick leave credit per month, cumulative for each calendar month of continuous service. They become eligible to use the credit on the first day of the month following the month in which it was earned.

Staff are to advise their supervisors prior to 10:00 a.m. on any day that they take sick leave.

Guidelines:

- Any sick leave over five days requires a doctor's note.
- If staff work part time, they earn sick leave on a pro-rated basis.
- Staff receive quarterly written notice of their sick leave credit accumulation.
- Accumulated sick leave has no cash value on termination of employment.