

VIC JUBA COMMUNITY THEATRE POLICY

Title: Sick Leave

Effective: November 30, 2004



1. Vic Juba Community Theatre offers Sick Leave to permanent Full-time Employees and permanent Part-time Employees. Casual Employees are not eligible for paid Sick Leave.
2. Definition of Terms
 - (a) "Illness" means any illness, injury or quarantine restriction affecting an Employee, but does not include accidents covered under Workers' Compensation.
 - (b) "Employment Year" begins with the date of employment and continues with each full year of continuous employment.
3. Sick Leave consists of a period of absence when an Employee is unable to work for health related reasons. The Employee must notify the appropriate supervisor of any leave of absence due to illness or disability.
4. After completing the initial 3-month probation period, the Employee is eligible for Sick Leave. Full-time employees have an annual Sick Leave entitlement of 20 days per employment year. The annual Sick Leave entitlement for permanent part-time employees is prorated based on the Employee's regular hours of work. If no Sick Leave is used during the employment year, an Employee will accumulate 3 additional sick days per year to a maximum of 20 additional days.
5. A permanent full-time Employee who is ill at work or requires time off for the purpose of attending a local (radius 50 kms) dental, physiotherapy, optical or medical appointment, shall be allowed two and a half (2.5) hours time off with pay. This time off will not reduce Sick Leave entitlement.
6. Employee's absence due to illness or disability shall be deducted from the Employee's Sick Leave entitlement. An Employee continues to receive regular salary until the Employee's Sick Leave entitlement is exhausted. The Board of Directors may request a medical certificate after 5 consecutive days of absence due to illness.