



## Part Time Sick Leave

### Policy

As a result of the pandemic and the need for protecting employee health and the well-being of our library colleagues, the Haliburton County Public Library Board has approved sick leave benefits for part time staff. Although paid sick leave is not a mandatory benefit under the Employment Standards Act (ESA), it was announced March 25, 2022, that it will be instituted as a benefit moving forward, for all part time staff. This policy affects all non-union part time/on-call employees at Haliburton County Public Library (HCPL).

### Procedure

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to contagious disease, or under the examination or treatment of a medical professional or because of an accident for which compensation is not payable under the Workplace Safety & Insurance Board (WSIB).

All part time employees at HCPL will receive 14 hours total sick leave time at the beginning of each calendar year. A total of 7 hours may be carried over into the following year, to a maximum of 21 hours max accumulation.

Where no other than the part time employee can provide for the needs during illness of an immediate family member of his/her family, an employee will be entitled, after notifying his/her supervisor, to use their allotted sick leave time to care for the member of the family who is ill, if they so choose.

This policy was approved by the Library Board and the above-mentioned benefits came into effect on March 25, 2022. Sick leave time is available from this date moving forward and can only be used retroactively back to March 25, 2022.

When the branch staff schedule is released in advance of each upcoming month, the option to use sick time upon noticing a health-related conflict on a date you have been booked to work will be granted, pending Library CEO approval. The intention is to cover lost hours you were scheduled to work, due to attending treatment sessions, upcoming booked surgeries, or providing care to a dependent who is unwell.

### Haliburton County Public Library Policy Manual

Policy Type:	Procedural
Policy Number:	PRO-08
Policy Name:	Part Time Sick Leave
Original Adoption Date:	2022-04-13
Policy Current Approval:	2022-04-13
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Annual sick leave time will not be allotted to staff who have taken a Leave of Absence during the period their absence, should the Leave of Absence span the beginning of a calendar year. However, the sick leave time accumulated prior to their departure will be saved for use upon their return to work, but not to exceed a total of 21 hours max accumulation.

This benefit will have no cash value and cannot be paid out at the end of year, or the end of employment.

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