

Employees of East Central Alberta Catholic Schools that do not fall under the CUPE Collective Agreement, or the ATA Collective Agreement are entitled to sick leave as specified below.

Procedures:

1. Sick leave, with pay, shall be granted to regular employees for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness or disability in accordance with the following schedule:
 - (a) Sick leave for a full time employee shall be earned and computed at the rate of two (2) working days for each full working month to a maximum of one hundred (100) working days.
 - (b) Notwithstanding Clause 1(a), the employee, after one year of service, shall be granted sick leave benefits, less used portion of statutory sick leave, up to ninety (90) calendar days required for long term disability, where the employee presents to the Board a doctor's recommendation for such extended leave.
 - (c) Should extended disability reoccur as per Clause 1(b), the Board will pay salary and benefits for the required ninety (90) days.
 - (d) Part time employees shall receive sick leave entitlements on a pro-rated basis.
 - (e) A regular employee is entitled to a maximum of four (4) days of leave during a school year to attend to the medical needs of an employee's parent, child or spouse. Such leave shall be at full pay and benefits and be taken from the employee's sick leave entitlement.
 - (f) The Board agrees to grant (1) day of paid personal leave for forty-five days (45) of accumulated sick leave. An employee may take two (2) days of paid personal leave each year once the ninety (90) day sick leave accumulation is reached and provided the ninety (90) days are maintained at the time the personal days are taken. The principal shall be informed of intention to take personal leave at least two (2) days in advance of the personal leave.
 - (g) If the principal deems a substitute personnel is required, for the employee, the Board will pay for the substitute.
2. After ninety (90) calendar days of continuous absence due to disability the employee may be eligible for Alberta School Employee Benefit Plan.
3. An employee who is absent from school duties to obtain necessary medical or dental treatment, or because of accident, disability or sickness for a period of more than three (3) consecutive days shall be required to present to the Board a medical certificate within fourteen (14) days after resuming duties.
4. An employee who is absent from school duties to obtain necessary medical or dental treatment, or because of accident or sickness for a period of three (3) consecutive days or less may be required to present to the Board a signed statement giving the reason for such absence upon return to regular duties.

5. Where an employee has suffered an illness and/or has been paid under the provisions of the Alberta School Employee Benefit Plan, the employee will be required to provide a Certificate suitable to the Board of Wellness prior to returning to work. Upon his or her return to regular duty, he or she shall be entitled to accumulate sick leave under the provision of clause 1 (a).
6. The cost of all medical certificates requested or required by the Employer shall be paid by the Employer.
7. When an employee leaves the employ of the Board, all accumulated sick leave shall be cancelled.