

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: D-04
POLICY: Cumulative Sick Leave Plan			
DATE: OCT30/91	REV. DATE: OCT 29/03	COVERAGE: All Full-time Employees in General Administration, Roads Department and Non-Union at Bonnechere Manor and Miramichi Lodge Employed Prior to May 1985	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew acknowledges, for payout purposes, the sick leave credits earned and banked prior to implementation of the Short and Long Term Disability Plan in May 1985.

PROCEDURE:

1. Each department ensures that an accurate record exists for all sick leave credits earned during employment prior to May 1985.
2. The number of days standing to an employee's credit as at May 1985 are held without option to add to or decrease the outstanding credit until such time as the employee retires or otherwise terminates employment as a full-time employee.
3. Upon retirement or termination as a full-time employee, a sick leave payout is granted. The calculation of the payout is fifty percent (50%) of the outstanding credit to a maximum of six (6) months' salary (calculated on basic hourly earnings) and calculated at the rate in effect at termination. For employees on long term disability, the payout is calculated at the rate in effect on the date of termination and applicable to the employee's former position.
4. Sick leave credits transferred from another municipality are not payable on retirement or termination.