

# Town of Arborfield

Policy: 21-001

## Employee Paid Sick Leave

### Purpose

1. It is desirable that employees of the Town of Arborfield be allowed time away from work due to sickness or injury for themselves or to care for a spouse, child or parent and be paid for that time.

### Paid sick leave

2. Full-time employees shall be allowed up to 5 days in a calendar year to be taken as paid sick leave after one year of employment with the Town of Arborfield.
3. Any unused days shall not accumulate from year to year but be reinstated to a maximum of 5 day each January 1.
4. Sick days can be taken at the discretion of the employee but must follow the guidelines in Section 1. Unused sick days are to be recorded on the employee's pay stub.
5. The employee's current rate of pay and usual hours worked will be used to determine gross amount paid for a sick day.
6. Part-time or seasonal employees shall be allowed the same provision for paid sick leave as outlined in Section 2, but prorated by their percentage of full-time worked in the past year.

Adopted this 18 day of August, 2021