

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW 2006-8

A BY-LAW TO AMEND Bylaw 2005-26 regarding accumulated sick leave benefits

WHEREAS under the Municipal Act, R.S.O. 1990 a municipality is authorized to establish reserve accounts;

NOW THEREFORE THE Council of the Corporation of the Township of Prince enacts as follows:

- (1) The current sick leave allowance will continue to accumulate until 30 June 2006 as follows:
 - a. Under 3 months service – 0 working days
 - b. Three months service and over – 15 working days per year of employment prorated according to hours of work

The length of service shall be calculated from the date of employment and be cumulative but not over 180 days, for the following employees:

- a. Ken Evans
- b. Lorraine Mousseau
- c. Mark Ciotti

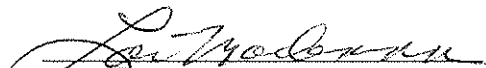
- (2) Sick leave benefits shall be paid in accordance with regular salary being received at the time of sick leave.
- (3) Sick leave benefits shall be paid at retirement or as an alternative an employee may retire in advance of regular retirement age and receive full pay calculated at the rate of pay for each individual mentioned in (1) as of 30 June 2006, for the period of sick leave benefits established in accordance herewith.
- (4) On terminating employment for any reason before reaching retirement age, an employee or his dependents shall be entitled to receive accumulated sick leave benefits in cash, calculated at the rate of pay for each individual mentioned in (1) as of 30 June 2006.
- (5) On termination of employment, if an employee accepts a position with another municipality, he may withdraw his benefits or have them transferred to his new employer at his option, on approval and consent of such other municipality.
- (6) Effective 1 July 2006, a new Sick Leave Plan becomes effective as follows:
 - a. Under 3 months service – 0 working days
 - b. Three months service and over – 15 working days per year of employment prorated according to hours of work
 - c. The following policy and procedure applies:

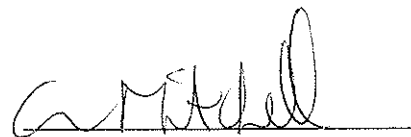
Policy: It is the policy of Prince Township to provide paid sick leave for employees, for absences from regularly scheduled work to a maximum of 15 days per year, prorated according to hours of work. Use of paid sick leave is primarily for legitimate personal illness. However, paid sick leave may also be used when time off work is required due to the serious illness of a child, parent or spouse.

Procedure:

1. A maximum of ten sick leave days may be used for personal illness. In addition to this, a maximum of five sick leave days may be used per year where time off is required to provide care to a seriously ill child, parent or spouse.
2. If an employee has used all ten sick leave credits provided in a year for personal illness, and has not used the five days available to provide care to a seriously ill child, parent, or spouse and the employee requires additional time off due to legitimate personal illness, a request to utilize these days for personal illness may be made to the CAO.
3. Sick leave does not accumulate from year to year and as such, days not used are not carried forward.
3. There is no payment for unused sick leave days while employed or upon termination of employment.
4. There is no deduction for doctors' appointments that require less than two hours absence from work. However, every effort should be made to schedule these appointments outside of normal working hours.
5. Employees who are unable to report to work due to illness or injury should notify the CAO before the scheduled start of their workday if possible. The CAO must also be contacted on each additional day of absence.
6. This satisfies any statutory requirements under the *Employment Standards Act*.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED in open Council this 11th day of April, 2006.


Reeve


CAO/Administrator