

BC Baptist Conference Policy

Title: BCBC Paid Staff Sick Leave Policy (Salary)

Policy Number: 2.0

Approval Date: April 21, 2012

Approved by: Board of Directors

Purpose:

The purpose of this policy is to outline the sick leave available to employees.

Scope:

This policy applies to all salaried employees.

Policy:

1. Accumulate 1 day per month (based on 40 hour work week);
2. Max 20 days accumulated sick leave ;
3. If employee is sick or injured for more than 3 days in a row a doctor's note is required ;
4. If sick days are all used up due to injury or illness employee will use holidays then apply for EI
5. Sick days paid as per salary rate
6. Sick leave is not transferable or redeemable
7. 90 day probationary period for new employees.