

BC Baptist Conference Policy

Title: BCBC Paid Staff Sick Leave Policy (Hourly)

Policy Number: 2.1

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 hourly 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 at full hourly rate
6. Sick leave is not transferable or redeemable
7. 90 day probationary period for new employees