

401.3.B Non-Union Employees

The following outline the Division's Sick Leave Benefits for Non-Union Employees:

1. In the first year of service with the Employer, the Employee shall be granted a maximum of ten (10) days of paid sick leave for the purpose of obtaining necessary medical or dental treatment for accident, sickness, disability, or quarantine.

After the sick leave has been depleted, no further payment shall be made. After ninety (90) calendar days of continuous absence due to medical disability the Alberta School Employee Benefit Plan shall take effect for those Employees who are covered by the Alberta School Employee Benefits Plan.

2. Commencing the second year of employment after ninety (90) calendar days of continuous absence due to medical disability no further salary shall be paid. The employee will make written application to the District benefit plan for extended disability benefits for those Employees who are covered by the Alberta School Employee Benefits Plan. Benefit and Pension coverage will terminate if payments are not kept up to date with the District for a period of two (2) months or more provided the District has given reasonable notice to the employee that they are in arrears and that payment must be made forthwith.
3. An employee who has been absent due to medical disability, upon return to full time duty, shall be entitled to an additional sick leave benefit in the current year of ninety (90) calendar days, unless the employee becomes eligible to receive benefits from the Alberta School Employee Benefit Plan - Extended Disability Benefit prior to the expiration of the additional ninety (90) day period.
 - 3.1 The employee shall make every reasonable effort to complete the application for Extended Disability Benefits in an expeditious manner.
 - 3.2 When an employee leaves the employ of the Employer all sick leave shall be cancelled.
4. Before any payment is made under the foregoing regulations, the employee shall provide:
 - 4.1 A declaration form to be provided by the Employer where the absence is for a period of three (3) days or less.
 - 4.2 A certificate signed by a qualified medical or dental practitioner recognized by Alberta Health Care Plan where the absence is for a period of over three (3) days.
 - 4.3 When the sickness extends for a period of over one month, the employee may, at the discretion of the Employer, be called upon to furnish a further medical certificate at the end of each month during the duration of the sickness.
 - 4.4 At the discretion of the Employer, an employee may be required to submit to an examination by an Alberta health authority at any time, costs to be borne by the Employer.