



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Sick Leave Control Plan	<b>Policy Number</b>	10-01-06	<b>Authority</b>	Administration
<b>Approval Date</b>	02 Jul 91	<b>Effective Date</b>	08 Jul 91	<b>Revision Date</b>	

### **Purpose:**

To improve the procedure for dealing with absenteeism and to ensure that all sick leave is adequately documented.

### **Policy Statement:**

1. An Employee must notify his/her Supervisor as early as possible if unable to work.
2. On the first day back to work, an employee must complete an Absentee Report, and meet with his/her respective Supervisor.
3. In layman's terms, the employee will explain the reason for absence and sign the Absentee Report.
4. If an employee fails to explain the reason for the absence, after being requested to do so, it will be noted in the report.
5. Should it become necessary to address and follow-up on a potential absenteeism problem, the five steps of the Control Plan Procedure will be followed.

### **Reference:**

Memorandum Personnel Director (July 2/91)

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

MAYOR

CITY CLERK