



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Vacations, Holidays, Employee Leave, and Education		
Title	Sick Leave Control Plan	Policy Number	10-01-06	Authority	Administration
Approval Date	02 Jul 91	Effective Date	08 Jul 91	Revision Date	

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.

[REDACTED]
MAYOR

[REDACTED]
CITY CLERK