Leave of absence with pay

Sick leave

The YWCA provides paid sick time to regular full-time and regular part-time staff members to provide you with protection against loss of income if you are ill or injured, need to attend to a close personal relations/family member or if you need time off from work for necessary or routine health care.

Sick leave shall be earned at the rate of 1-1/2 days every month an employee is employed (based on a full-time, pro-rated for part-time employees). Regular full-time and regular part-time staff may also borrow up to five (5) days of sick leave not yet earned, but should employment cease before these borrowed days are paid back a deduction will be made from the employee’s final pay cheque in the amount of outstanding leave owed. There is no prohibition of sick leave use during the introductory period.

The YWCA reserves the right to require satisfactory proof of illness before any sick leave is granted, and will require a medical note for leave of more than three (3) days in duration. The YWCA recognizes that a key component of physical health is mental wellbeing. Employees who have used less than ten (10) sick days in the previous fiscal year are entitled to two (2) personal days in the current fiscal year. Personal days are deducted from accrued sick leave and will be counted towards sick days taken when determining entitlement to this leave. Personal days may be requested when an employee feels that personal time off would be beneficial. These days must be pre-arranged with and approved by the immediate supervisor at least one day in advance and will be granted at the discretion of the supervisor. Use of these days must not interfere with the efficient operation of the department. New employees must have one year of continuous employment with the YWCA to be eligible for this leave.

The unused portion of an employee’s sick leave shall accrue for her/his future benefits to a maximum of 120 days. There will be no payment in lieu of unused sick leave.

The YWCA will continue to contribute the employer’s share of benefit premiums (Extended Health, Dental, Life and Accidental Death and Dismemberment Insurance) for the duration of sick leave. Employees will continue to accrue sick and vacation leave while on sick leave.