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## Hastings Highlands Public Library

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**Area:** Human Resources  
**Policy Title:** Sick Benefits Payment  
**Policy Number:** HR-15B

**Initial Policy Approval Date:** October 12, 2016  
**Last Review:** February 18, 2021  
**Year of next review:** 2025

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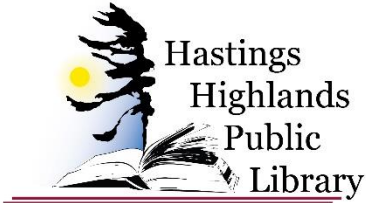
The Hastings Highlands Public Library Board provides sick benefits payment for eligible permanent full-time and permanent part-time employees.

### 1) Payment in lieu of Benefits

- Permanent part-time employees have a choice to either receive eleven percent (11.0%) on top of their regular hourly wage in lieu of benefits or contribute 25% to the premiums of the current benefits program.
- Once a current permanent part-time employee makes their choice, it cannot be reversed.
- Once an employee has opted for premium in lieu of benefits, he/she shall not be entitled to a float day, payment for a non-statutory holiday not worked and/or sick leave.
- All new permanent part-time employees hired subsequent to the signing of the current Minutes of Settlement of the Collective Agreement shall participate in the payment in lieu of benefits system.

### 2) Leave of Absence

- Please see the attached Leave of Absence application form.



## Hastings Highlands Public Library

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### Leave of Absence Application

EMPLOYEE : \_\_\_\_\_

DATES: \_\_\_\_\_

# OF DAY (s): \_\_\_\_\_

RECORDED AS:

Annual Vacation  Amended Vacation   
Unpaid Leave  Education

*Any amendments to approve vacation requests must be submitted fourteen (14) days prior to prior scheduled vacation in writing for approval by the CEO.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
CEO's Signature

Date: \_\_\_\_\_ Not approved (reason) \_\_\_\_\_

- *Please provide to payroll department after approval – to be inputted*