



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GDBDA – NON-UNION EMPLOYEES SICK LEAVE

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Non-Unionized Support Staff will accumulate sick leave entitlement on the basis of two (2) days for every month of paid work time excluding paid sick leave.

As well, sick leave entitlement will not accumulate during unpaid leaves or leaves compensated through a Supplementary Employment Benefit plan. Sick leave entitlement will be pro-rated to the nearest half day based on the aforementioned periods of leave.

Unused accumulated sick leave will be carried forward from one school year to the next to a maximum accumulation of 130 days.

In the event of lay-off, accumulated sick leave will be carried forward from one school year to the next if the employee is re-called within four months of the date of lay-off.

**Date Adopted:** February 17, 1994  
**Date Revised:** February 6, 2003  
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**Date Revised:** April 1, 2008  
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