



Document Number	MAB-POL-22-001	Document Name:	MAB Sick Leave Policy
Effective Date	March 16th, 2022	Policy Owner	MAB
Document Status	Active	Revision	1

Purpose:

The MAB BOD outlines these provisions for employees who become sick and need to be absent from work. The following guidelines specifies how sick leave will be accrued and how it may be used.

Scope:

This sick leave policy applies to MAB employees who have been with MAB for at least three months or more.

Policy details.

• **Policy Elements:**

MAB employees may be unable to perform their duties if they get sick. MAB [follows legal guidelines that may apply](#) to sick pay. We will also offer 5 *days* of annual *paid* sick leave. This leave is separate from other types of leave like annual vacation and paid time off.

• **What is Sick Day:**

MAB employees can take sick leave when they want to:

- Recover from sudden illness
- Recover from accidents/injuries
- Receive mental/psychological care or counseling when necessary

If Employees want to attend to routine healthcare (e.g. doctor's/dentist's appointments) should use their paid time off.

• **Unused sick leave policy**

The MAB year is from January to December. MAB does not allow employees to accumulate unused annual sick leave. MAB also does not pay any unused annual sick leave. Annual sick leave must be used by the end of each year.

Procedure

When employees want to use their sick time, they should notify using the dedicated WhatsApp group or by email to info@brantfordmosque.ca the reason for sick leave and for how many days they intended to take the sick leave.

Under certain circumstances, employees might need to submit a physician's note or other medical certification if requested by MAB. Those circumstances include but are not limited to:

- Being absent for more than [*three days*] on sick leave.



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- Cases when a pattern arises (e.g. employees plead sick at a specific time each week.)
We will handle all sick time requests with discretion.

Revision History:

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