



5-DAY SICK-DAY POLICY OUTLINE

Arkay Contracting Ltd.

2025 May

In accordance with the regulatory changes made by the province of British Columbia in April 2025, Arkay Contracting will continue with the longstanding practice of not requiring doctor's notes for sick day compensation. However, Arkay Contracting reserves the right to require medical clearance to return to work following an injury, or in instances a worker has repeated or life-threatening medical occurrences.

- Arkay workers are eligible to receive paid sick-day coverage up to 5 days in a calendar year.
- Workers must work for 90 days prior to being eligible.
- Workers must report illness or personal injury immediately to both Arkay client site and Arkay arkay@telus.net to be eligible.
- Sick days should be immediately reported, by email, to arkay@telus.net.
- Sick days are not to be reported to another management team member as this is a payroll item.
- An unreasonable delay in reporting creates a challenge to verify validity of reported illness or injury which may negate eligibility.
- If there is a pattern of illness, e.g., before/after a long weekend, it is reasonable to be further questioned and may require more stringent medical or other proof of illness/injury.
- Personal days not related to illness are not eligible for sick-day coverage.
- Hangovers are considered self-induced and are not eligible for sick-day coverage.
- Five or more consecutive days of illness or personal injury may require a doctor's note.
- Absence due to personal injury will require medical clearance to return to work.
- Absence due to ICBC accident or injury is not eligible for sick-day coverage.
- Extended absences would be handled with a record of employment (ROE) being issued under illness/injury for employment insurance (EI) benefits.
- Calendar year may change to employment year – workers do not get an additional 5 days once their anniversary comes up if hired prior to January – employment year refers to the effective day of sick-day coverage for new hires.