



5-DAY SICK-DAY POLICY OUTLINE

Arkay Contracting Ltd.

2022 January

- **Arkay workers are now 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 to both Arkay client site and Arkay management immediately to be eligible.**
- **An unreasonable delay in reporting creates a challenge to verify validity of reported illness therefore negates 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.**
- **Personal days not related to illness are not eligible for sick-day coverage.**
- **Days missed due to recreational injury 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 not related to Covid-19 will require a doctor's note.**
- **Extended absence from work for more serious illness, pre-existing medical conditions, mental health impacts or non-work-related injury are 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 – this does not mean workers get an additional 5 days once their anniversary comes up if hired prior to 2022 January – employment year will refer to the effective day of sick-day coverage for new hires.**