



#101-102,9486-120St,
Surrey, BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com



Paid Sick Leave

Name of Policy

January 12, 2022

Implementation Date

Senior Education Administrator

Position(s) Responsible

January 12, 2022

Date of Last Revision

Paid Sick Leave Policy

As per government of British Columbia, effective January 12, 2022, employees can take up to 5 days of paid leave per year for any personal illness or injury.

Please review the following points to understand the eligibility criteria and procedure for availing paid sick leave:

1. Entitlement:

1.1 Each day of paid sick leave corresponds to 8 hours, based on your regular working schedule.

2. Documentation Requirement:

- To qualify for paid sick leave, employees must provide a doctor's note to the management.
- The doctor's note should clearly state the date(s) for which the paid sick leave is requested.

3. Submission Timeline:

- The doctor's note must be submitted to the Bookkeeper of the ACE College within 5 days from the first day of sick leave.

4. Employment Eligibility:

- Employees must have completed at least 90 days of continuous employment with ACE Community College to be eligible for paid sick leave.

5. Contact Information:

- For any further concerns or queries regarding the paid sick leave policy, please reach out to the Bookkeeper of the college.

Please contact Bookkeeper for any other concerns and queries.