

Report to Council

Report Title:	Sick/Personal Day Policy Update		
Prepared By:	Sonya Watson, Chief Administrative Officer		
Department:	Human Resources		
Date:	April 28, 2026		
Report Number:	HR2026-01	File Number:	C11HR, A09
Attachments:	N/A		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HR2026-01 – Sick/Personal Day Policy Update, prepared by Sonya Watson, Chief Administrative Officer, and in doing so approves a By-Law coming forward to remove Sick/Personal Time provisions from the Personnel Policy and adopt a new standalone Sick/Personal Day Policy as outlined in Option 1.

Report:

Background:

The Municipality of Brockton provides sick and personal day entitlements to full-time permanent employees as part of its overall compensation and workplace wellness framework. Historically, provisions related to sick and personal time have been embedded within the broader Personnel Policy, alongside other employment-related provisions.

As part of the Municipality's ongoing effort to modernize, clarify, and streamline its Human Resources policies, staff have been reviewing legacy policies to improve transparency, consistency, and ease of administration. Similar to recent updates that resulted in the creation of standalone corporate policies (such as the Vacation Policy), it has been identified that Sick/Personal Time Off would benefit from being removed from the Personnel Policy and established as an independent policy.

In addition, through the Brockton Child Care Centre (BCCC) Organizational Review, Council received recommendations related to staffing supports, operational pressures, and employee wellness. One of the identified challenges was the need for additional sick days. The specific recommendation stated: "6.3 Maintain six (6) sick days per year with consideration for an addition of three (3) wellness days."

In an effort to continue to address and report to Council on all recommendations brought forward in the 2024 Child Care Organizational Review we are proposing here considerations related to the sick/personal days policy.

Within the Childcare Organizational Review, the following comparator benchmarks were presented:

Paid Sick Days	Paid Vacation Days	Other Benefits
<ul style="list-style-type: none"> • All comparator municipally operated child care centres offer paid sick days to employees • Both of the comparator centres provide nine (9) days per year to full time employees • One comparator provides nine (9) sick days • One comparator provides six (6) sick days and three (3) personal days 	<ul style="list-style-type: none"> • All comparator municipally operated child care centres offer paid vacation days to employees • Full time employees start at three (3) weeks vacation 	<ul style="list-style-type: none"> • OMERS pension • Full time staff get a small clothing allowance (\$75 per year) • The centres are closed over Christmas (part of regular scheduled vacation) • Health benefits basic package (full coverage) • Employee Assistance Program

Analysis:

Prior to recommending changes, a thorough review was conducted, including comparator analysis with Bruce County municipalities, internal data on sick and unpaid leave usage, and common use scenarios. To support a positive workplace culture and strengthen Brockton’s commitment to health and wellness, the addition of three (3) days for all full-time staff has been considered. The following information is presented to seek Council’s direction before bringing forward a revised policy. Currently, the Municipality of Brockton offers 6 (six) sick/personal days that can be used for illness, family illness or appointments, severe weather and mental well-being. If the 6 (six) days are not used they will be reimbursed at the full rate of pay at the end of the year.

Option 1) Enhanced Sick/Personal Day Entitlement for all Full-Time Staff

A review across Bruce County indicates significant variation in sick, personal, and wellness entitlements, ranging from 6 to 18 days annually. Some municipalities also offer short-term disability (STD) programs or allow carry-over of unused sick time for future payout. While Childcare staff demonstrate the highest usage, employees across all workgroups are using their full entitlements.

Key contributing factors include increasing family care responsibilities—supporting children, parents, and spouses—as well as more frequent severe weather events and road closures impacting those without remote work options. These realities highlight the need for a supportive workplace that prioritizes employee well-being within and outside the workplace.

Option 1) Additional Days for All Full-Time Staff

Option 1 recommends providing three (3) additional sick/personal days per calendar year to all full-time staff. Consistent with current policy, only the original six (6) days remain eligible for year-end reimbursement if unused.

Option 2) Enhanced Sick/Personal Day Entitlement for Brockton Child Care Centre (BCCC)

The unique operational environment of the Child Care Centre involves exposure to illness, increased frequency of employee absences due to sickness, and limited flexibility due to strict staffing ratios mandated by legislation. The Organizational Review focused on the childcare centre and benchmarked the Municipal childcare entitlements. As outlined above those ranged from 6 (six) to 9 (nine) days per year as a result of the finding of the third-party consultant.

This enhancement was recommended to support employee well-being, reduce absenteeism in a child care environment, and assists management in maintaining required staffing ratios without relying solely on unpaid absences or vacation time. This change directly responds to a recommendation brought forward to Council through the BCCC Organizational Review and reflects Council's commitment to supporting the sustainability and effectiveness of the Child Care Centre.

Option 3) No changes to the Policy

In the interest of addressing all recommendations in the Childcare Organizational Review we are bringing this forward for Council's consideration. Council may choose to have the Sick/Personal Day Policy remain status quo for all full-time workgroups.

Consistency and Administrative Oversight

As one organization, it is important that we maintain fair and consistent practices and policies wherever possible. Doing so reduces administrative complexity, ensures all employees feel valued, and fosters a positive workplace culture free from perceptions of favoritism between workgroups. In support of employee wellness and mental health, it is recommended that an additional three (3) days be provided to all workgroups.

Brockton's Community Goals:

The content and recommendations in this report support advancing the priorities to **Build a Better Brockton** in one or more of the following areas: **Heritage, Culture, and Community, Quality of Life, Municipal Governance, Land Use Planning and the Natural Environment, and/or Economic Development.**

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The existing six (6) Sick/Personal Days have been fully incorporated into the 2026 budget. The addition of three (3) days will have the most notable financial impact within Childcare Services, where replacement staffing is required to maintain service levels. Funding for this coverage has been accounted for in the 2026 budget. For the majority of other full-time roles, the impact is expected to be minimal and managed within existing salary allocations and internal staff coverage.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Sonya Watson, Chief Administrative Officer