

# Sick Leave Company Policy

## 1. Introduction

At [Company Name], we prioritize the health and well-being of our employees. This comprehensive sick leave policy is designed to provide support and clarity for all team members when illness or injury prevents them from working.

### 1.1 Purpose

The purpose of this policy is to outline the terms and conditions under which employees can take time off due to illness or injury, ensuring a fair and consistent approach across the organization.

### 1.2 Scope

This policy applies to all full-time and part-time employees of [Company Name], regardless of their position or length of service.

## 2. Sick Leave Entitlement

### 2.1 Accrual Rate

Full-time employees accrue sick leave at a rate of 1 day per month, equivalent to 12 days per year. Part-time employees accrue sick leave on a pro-rata basis, calculated according to their contracted hours.

### 2.2 Maximum Accrual

Employees can accrue up to a maximum of 30 days of sick leave. Once this cap is reached, no further sick leave will accrue until the balance falls below 30 days.

### 2.3 Carryover

Unused sick leave can be carried over to the next calendar year, subject to the maximum accrual limit of 30 days.

## **3. Eligibility and Usage**

### **3.1 Eligibility**

Employees are eligible to use accrued sick leave from their first day of employment.

### **3.2 Acceptable Reasons for Sick Leave**

- Personal illness or injury
- Medical appointments
- Mental health days
- Care for immediate family members who are ill or injured
- Pregnancy-related conditions

### **3.3 Minimum Increment**

Sick leave can be taken in minimum increments of one hour.

## **4. Notification and Documentation**

### **4.1 Notification Procedure**

Employees must notify their immediate supervisor or the HR department as soon as possible, preferably before their scheduled start time, if they will be absent due to illness.

### **4.2 Required Documentation**

For absences exceeding three consecutive working days, a medical certificate from a qualified healthcare provider is required.

### **4.3 Return to Work**

For extended illnesses or injuries, employees may be required to provide a fitness-for-duty certification before returning to work.

## **5. Pay and Benefits During Sick Leave**

### **5.1 Sick Leave Pay**

Employees will receive their regular rate of pay for any sick leave taken, up to their accrued balance.

### **5.2 Benefits Continuation**

All employee benefits will continue to accrue during paid sick leave periods.

## **6. Extended Illness and Family Medical Leave**

### **6.1 Short-Term Disability**

For illnesses or injuries extending beyond the accrued sick leave, employees may be eligible for short-term disability benefits as per the company's insurance policy.

### **6.2 Family Medical Leave**

Employees may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA) for their own serious health condition or to care for a family member with a serious health condition.

## **7. Abuse of Sick Leave**

### **7.1 Monitoring**

The company reserves the right to monitor sick leave usage for potential abuse.

## **7.2 Disciplinary Action**

Abuse of sick leave, including falsification of illness or injury, may result in disciplinary action up to and including termination.

## **8. Confidentiality**

All medical information provided by employees will be kept confidential and stored separately from personnel files in accordance with applicable privacy laws.

## **9. Non-Retaliation**

[Company Name] prohibits retaliation against any employee for using sick leave in accordance with this policy.

## **10. Policy Review and Updates**

This sick leave policy will be reviewed annually and may be updated to ensure compliance with changing laws and best practices.

## **11. Questions and Concerns**

Employees with questions or concerns about this policy should contact the Human Resources department for clarification.

By implementing this comprehensive sick leave policy, [Company Name] aims to create a supportive work environment that prioritizes employee health and well-being while maintaining productivity and fairness across the organization.