

12. Sick Leave Policy (Sample)

Policy: **Sick Leave Policy**

Policy #:

Approved by:

Effective:

Revised:

PREAMBLE: This policy will ensure employees are aware of their sick leave benefits and the process for documenting absenteeism.

POLICY:

Sick leave is to be used by employees who are ill. Sick leave accumulates at ___ days per month as per the collective agreement. Employees will receive a statement showing their accumulated sick leave credits annually.

SCOPE: This policy covers all union, non-union and management positions within (company name).

PROCEDURE:

- Notification of sick leave: Employees must notify immediate supervisor of inability to work using manager specified procedure on each work team.
- Return to work from sick leave: Employees must notify manager when reporting to work following a sick leave. Employee must provide a medical practitioner signed proof of illness notification for absences longer than 3 working days.
- Family health days: Each employee will be allowed a maximum of 10 days from their sick leave credits for tending to family illness concerns. Family is defined as, employees parent, step-parent, child, brother or sister.
- Medical appointments: Time off to attend personal medical appointments is allowed.
- Upon return to work the employee must complete a signed employee absence record and submit it to their immediate manager.

Insert Policy Number here
Page 1 of 1