

Sick Leave Policy Template

Effective Date: [Insert Date]

Policy Owner: Human Resources Department

Purpose

This policy establishes guidelines for sick leave usage to ensure employees can take necessary time off for health-related issues while maintaining business operations and promoting a healthy workplace.

Scope

This policy applies to all [full-time/part-time/all] employees of [Company Name].

Policy Statement

[Company Name] provides sick leave to support employees who are unable to work due to illness, injury, or medical appointments. We are committed to supporting employee health and well-being while ensuring fair and consistent application of this benefit.

Sick Leave Accrual

Eligible employees accrue sick leave as follows:

Accrual Rate: [X hours per pay period / X days per year]

Accrual Begin Date: [First day of employment / After probationary period]

Maximum Accrual: [X hours/days] (accrual stops once maximum is reached)

Carryover: [X hours/days may be carried over to the next calendar year / No carryover permitted]

Eligible Uses of Sick Leave

Sick leave may be used for:

Personal illness or injury that prevents the employee from performing job duties

Medical, dental, or optical examinations or treatments

Caring for an immediate family member (spouse, child, parent, or [other specified relatives]) who is ill or has a medical appointment

Circumstances related to domestic violence, sexual assault, or stalking (where applicable by law)

Preventive care and routine medical appointments

Notification and Documentation Requirements

Notification Procedures:

Employees must notify their immediate supervisor or manager as soon as possible, preferably [before their scheduled start time / within X hours of shift start]

For planned medical appointments, employees should provide [X days/weeks] advance notice when possible

Notification should include the expected duration of absence

Documentation:

A doctor's note or medical certification may be required for absences of [X consecutive days or more]

Management reserves the right to request medical documentation if there is reason to believe sick leave is being misused

Documentation must be submitted within [X days] of return to work

Compensation During Sick Leave

Sick leave is paid at the employee's regular rate of pay

Sick leave does not count as hours worked for overtime calculation purposes

[Unused sick leave is/is not paid out upon termination of employment]

Intermittent and Reduced Schedule Leave

Employees may use sick leave on an intermittent or reduced schedule basis when medically necessary, subject to supervisor approval and proper documentation.

Coordination with Other Leave

Sick leave runs concurrently with [FMLA/state family and medical leave] when the absence qualifies under both policies. Employees should consult with Human Resources regarding the interaction of sick leave with other leave types.

Abuse of Sick Leave

Misuse or abuse of sick leave, including providing false information or using sick leave for unauthorized purposes, may result in disciplinary action up to and including termination of employment.

Compliance with Local and State Laws

This policy complies with applicable federal, state, and local sick leave laws. Where local or state law provides greater benefits, those provisions will supersede this policy.

Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in business needs or legal requirements.

Questions or Concerns: Employees should contact the Human Resources Department at [contact information] with any questions about this policy.

Acknowledgment: I have read, understand, and agree to comply with this Sick Leave Policy.

Employee Signature: _____ Date: _____

Employee Name (Print): _____

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