

Sick Leave Policy Template

1. PURPOSE:

- 1.1 To standardize the processing of sick leave.
- 1.2 To notify the employees about the policy and procedure.

2. POLICY

2.1. No sick leave will be paid during the probation period; that is, within the first three to six months of employment (Probationary period as stipulated in contract).

2.2. If the Employee has completed the probation period (confirmation letter is received) the employee is entitled to sick leave as follows

As per the country Labor law:

2.2.1 Full salary for the first 15 days; (nonconsecutive as well as consecutive)

2.2.2 Half salary for the next 30 days; (nonconsecutive as well as consecutive)

2.2.3 Any following period will be without salary “ for a period of up to three months (90 days);

2.2.4 Chronic sickness and/or conditions necessitating termination of

Contract are addressed as per Labor law.

2.2.5 This amount is per year of service; sick leave is NOT cumulative

2.2.6 The employee may be terminated if he/she has exhausted their full sick leave and has not returned to work. In such cases negotiation may entitle the employee to their full gratuity and end of service benefits.

2.2.7 Maternity leave followed by sick leave is dealt with in the Leave, maternity Policy and Procedure

2.3 Sick leave will not be approved over the phone unless it is an emergency. If an emergency occurs the Employee needs to bring the medical certificate within 48 hours for approval by the director. It needs to be scanned and attached in the Oracle Fusion HR system as part of the application for sick leave. A manager will receive information regarding the sick leave on the system

only after approved by the Director.

2.4. Sick leave will be informed to the direct manager only after the authorized doctor issues the Medical Certificate, and it is approved by the MD. The staff member should inform the Manager, out of courtesy, at least 2 hours before their duty schedule starts, allowing some time to manage the shortage/absence.

2.5. If sick leave is granted and an extension is required then 2.3 and 2.4 apply for the extension. Correlative diagnostic tests (Lab / X-ray) should be utilized.

2.6. All consultant issued sick leaves must be attested.

2.7 Medical Certificate must be issued for each period of sickness and cannot be for longer than 1 day at a time, except when sickness is confirmed to be infectious.

2.8 The Medical Certificate must be uploaded into the Oracle Fusion HR system along with the sick leave request by the concerned member of staff in order to update the system.

2.9 Potentially infectious cases will be given sick leave according to the incubation period and Infectivity, and 2.7.

2.10 Elective surgery requiring sick leave needs to be pre-approved by the department manager/deputy COO (as per the medical report), and as per the Oracle Fusion HR system prior to Regulatory authorities and Insurance approvals. Employees abusing this process will be cautioned and may be subject to Disciplinary procedures.

2.11 Plastic /cosmetic surgery is not approved for sick leave. Employees must use annual / unpaid leave to facilitate cosmetic/plastic surgery procedures; all relevant rules for annual and unpaid leave apply.

3. PROCEDURE

3.1 A staff member who feels sick shall notify their Department manager if they are unable to come

to work at least 2 hours prior to their shift. The staff member is responsible to obtain a sick leave certificate from the doctor.

3.2 The Employee will be responsible for obtaining the sick leave medical certificate, and upload it into the Oracle Fusion HR system for approval by the Department Head and then the information is sent to Oracle, and the department head is informed.

3.3 If an employee requires elective surgery that includes sick leave, a medical report MUST accompany the request. The specific dates must be discussed and approved by the HOD/COO before the booking of the surgery.

4. REFERENCES

4.1 Labor Law

5. ATTACHMENTS: None

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