**Medical Leave Policy Template**

**1. Purpose & Brief**

This policy aims to provide employees of [Organization Name] with clear guidelines and support when seeking medical leave due to illness, injury, or other medical conditions.

**2. Scope**

This policy applies to all full-time employees of [Organization Name]. Part-time employees and contractors may refer to their specific contractual agreements for related provisions.

**3. Eligibility**

Employees who have been with [Organization Name] for a minimum of [e.g., "six months"] are eligible to apply for medical leave.

**4. Duration of Leave**

Employees can avail up to [e.g., "12 weeks"] of medical leave in a calendar year. Extensions can be considered based on medical certifications and organizational requirements.

**5. Documentation**

Employees must provide a valid medical certificate from a registered medical practitioner, detailing the nature of the illness and the estimated recovery time.

**6. Return to Work**

Upon recovery, employees are expected to notify their respective managers and HR at least [e.g., "one week"] in advance of their return. A fitness certificate might be required based on the nature of the illness.

**7. Compensation**

As per the FMLA, employers are not mandated to provide paid leave1. However, [Organization Name] allows employees to utilize their accrued paid leaves like sick leave or vacation during this period.

**8. Confidentiality**

All medical records and information will be kept confidential and will only be accessed by authorized personnel for official purposes.

**9. Non-retaliation**

Employees availing medical leave will not face any form of retaliation or discrimination. Any such incidents should be reported to HR immediately.

*Customize the policy based on the specific needs, legal requirements, and practices of your organization. Ensure compliance with relevant employment laws and regulations.*