



## **Sick Leave Policy**

**Title:** Sick Leave Policy

**Last Updated:** 4th July, 2025

### **Overview:**

This policy provides guidance on the use of sick leave to manage health-related absences while balancing business continuity.

### **Key Points:**

- Employees are entitled to 30 days of paid sick leave over a 3-year period.
- A medical certificate is required for absences of 2 days or more.
- Sick leave may be used for physical or mental health needs.
- Abuse of sick leave may result in disciplinary action.

### **Purpose:**

To support employees in managing their health without risking income, while ensuring responsible use of company-provided benefits.