

Sick Leave Policy

Standard Operating Procedure

Effective Date: January 1, 2026

Policy Owner: Human Resources Department

Last Reviewed: January 1, 2026

1. Purpose

This policy establishes guidelines for sick leave usage to ensure employees can address health needs while maintaining operational continuity.

2. Eligibility

Full-time employees are eligible for sick leave benefits as outlined in this policy.

- Regular full-time employees (working 40 hours per week)
 - Sick leave accrual begins on the first day of employment
 - Part-time and temporary employees may have different accrual rates (see HR for details)
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3. Sick Leave Accrual

Annual Allocation: 80 hours (2 weeks) per calendar year

Accrual Method:

- Sick leave accrues at 6.67 hours per month
- Accrual occurs on the first day of each month
- No accrual during unpaid leave periods exceeding 30 days

Rollover Policy:

- Maximum rollover: 40 hours per year

- Rollover occurs on January 1st of each calendar year
 - Unused hours beyond 40 hours are forfeited
 - Maximum sick leave bank cannot exceed 120 hours (80 current year + 40 rollover)
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4. Acceptable Uses of Sick Leave

Sick leave may be used for:

- **Personal illness or injury**
 - **Medical, dental, or vision appointments** (routine or emergency)
 - **Family member illness or injury** including:
 - Spouse/domestic partner
 - Children (biological, adopted, foster, stepchildren)
 - Parents and parents-in-law
 - Grandparents and grandchildren
 - Siblings
 - **Medical emergencies** requiring immediate attention
 - **Preventive care** (annual physicals, screenings, vaccinations)
 - **Mental health appointments** (therapy, counseling sessions)
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5. Notification Requirements

Planned Absences:

- Notify supervisor at least **48 hours in advance** when possible
- Submit sick leave request through [HRMS system/email/form]
- Include expected duration of absence

Unplanned Absences:

- Notify supervisor **before** scheduled shift start time
- Call supervisor directly; if unavailable, leave voicemail and send email
- Provide estimated return date if known
- Contact supervisor daily if absence extends beyond initial notification

Extended Absences (3+ consecutive days):

- Medical certification may be required
- Contact HR to discuss FMLA eligibility or other leave options
- Provide updates every 3 business days or as requested

6. Documentation Requirements

Medical Certification:

- Required for absences of **5 or more consecutive days**
- May be required for patterns of frequent short-term absences
- Doctor's note must include:
 - Dates of absence
 - Return-to-work clearance (if applicable)
 - Any work restrictions

Return-to-Work:

- Medical clearance required after extended illness (7+ days)
 - Fitness-for-duty certification may be required for certain positions
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7. Sick Leave Administration

Recording Time:

- Submit sick leave through company timekeeping system within 24 hours of return
- Sick leave is recorded in minimum increments of 0.5 hours
- Include reason code (personal illness, family care, appointment)

Approval Process:

- Supervisor approves or denies requests within 24 hours
- Denied requests require written explanation
- Appeals can be submitted to HR

Pay Processing:

- Sick leave is paid at employee's regular hourly rate
 - Does not include overtime, bonuses, or other premium pay
 - Sick leave hours count as hours worked for overtime calculation purposes
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8. Prohibited Uses

Sick leave **may not** be used for:

- Vacation or personal time off (use PTO instead)
 - Childcare when child is not ill
 - Work-related injuries (covered under Workers' Compensation)
 - Disciplinary suspension periods
 - Absences due to incarceration
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9. Sick Leave Abuse

The following may constitute sick leave abuse:

- Patterns of Monday/Friday absences
- Sick leave immediately before or after holidays/weekends
- Failure to provide required medical documentation
- Dishonesty about reason for absence
- Use of sick leave for unauthorized purposes

Consequences:

- Verbal warning (first occurrence)
 - Written warning (second occurrence)
 - Suspension without pay (third occurrence)
 - Termination (fourth occurrence or severe violation)
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10. Separation from Employment

Resignation/Termination:

- Unused sick leave is **not** paid out upon separation
- Sick leave cannot be used during notice period without medical documentation

Rehire Within 12 Months:

- Previously accrued sick leave may be reinstated
 - Contact HR for reinstatement evaluation
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11. Coordination with Other Leaves

FMLA (Family and Medical Leave Act):

- Sick leave runs concurrently with FMLA when applicable
- Employees must use accrued sick leave during FMLA

Workers' Compensation:

- Sick leave cannot be used for work-related injuries
- Separate process and benefits apply

Disability Leave:

- Sick leave may supplement short-term or long-term disability benefits
 - Contact HR for coordination details
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12. Compliance and Legal Requirements

This policy complies with:

- State and local sick leave laws
 - Americans with Disabilities Act (ADA)
 - Family and Medical Leave Act (FMLA)
 - Equal Employment Opportunity (EEO) regulations
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13. Questions and Support

For questions contact:

- **Immediate Supervisor:** Day-to-day sick leave requests
 - **HR Department:** Policy interpretation, extended leave, medical documentation
 - Email: hr@company.com
 - Phone: [HR Phone Number]
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14. Acknowledgment

Employees are required to review and acknowledge understanding of this policy during onboarding and annually thereafter.