

# Sick Leave Policy

## Standard Operating Procedure

**Effective Date:** January 1, 2026

**Policy Owner:** Human Resources Department

**Last Reviewed:** January 1, 2026

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### 1. Purpose

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

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### 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

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## 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.