

Sick Leave Policy Template

Overview

Traditionally, sick leave is defined as paid time off for an employee in the case of illness or when in need of medical attention. And though this is a law in some regions, there are a lot more places that have yet to pass a law regarding a paid sick leave policy.

However, most organizations tend to offer sick leave to their employees, paid or otherwise, and tend to have some form of a sick leave policy in place. Ideally, these policies require a sound design and proper planning which, sadly, is not the norm everywhere.

Purpose and Scope

Every organization allots a certain number of days of Sick Leave for each employee beginning on 1st January every year.

- Some factors to consider are the work culture at the company, the company's policy regarding leaves, the effect of the job on the employee's well-being, among other factors.
- The sick leave policy is an organization's guidelines for when an employee falls sick and cannot attend work on a particular day(s). Staying home in such a situation is ideal from both the individual's point of view as well as the company's point of view.
- From the individual's perspective, the added stress of travel and work could hamper their road to recovery adversely affecting their productivity in the short term. And improves their physical and mental well-being in the long run.
- As far as the organization is concerned, the concerned employee staying at home improves his rate of recovery which could reduce the number of overall sick days availed by the employee. This also ensures that the employee does not spread the disease to his/her colleagues thereby boosting overall productivity.
- In cases of mild sickness, the employee could avail the option of work-from-home if applicable which is a good middle ground for all parties concerned.

Employees with disabilities

Disabled employees, temporary or permanent, must be eligible for extended leave. However, in most organizations the requests for extended leave is handled on a case by case basis and these requests are usually subject to the discretion of the manager/team leader/supervisor/HR. In the event of hospitalization of an employee for 24 hours or more, the employee, disabled or otherwise, could be asked for a fitness certificate to resume his duties.

Procedure

Though, as mentioned earlier, the traditional definition of sick leave is the time off for an employee in case of an illness or when in need of medical attention, this definition has changed over time. Now, sick leave can typically be availed under the following circumstances:

- Recovery from an existing illness.
- Resurrection from an accident.

- Health check-ups in case of sicknesses.
 - To care for an ill family member.
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- If an employee chooses to avail his/her sick leave, they are expected to inform their supervisor or HR, or any relevant higher position at least half an hour before their scheduled starting time.
 - They may also be required to produce a physician's certificate if the HR or manager deems it necessary.
 - However, the above-mentioned supervisor or HR reserve the right to deny sick leaves if and when they deem necessary.
 - In case an employee exhausts all of his/her sick leave, he/she may use his/her vacation leave as sick leave. However, sick leaves can never be treated as vacation leaves.

Accumulated sick leaves

Employees are allowed to carry forward a specified number of sick leaves to use for upto a specified number of years as deemed reasonable by the management of the organisation. In case, an employee is terminated or chooses to discontinue, they cannot encash the accumulated sick leaves as they are not a part of compensation but rather a perk.

Preventing the abuse of sick leave

To reduce the abuse of sick leave and reduce the number of leaves, additional perks could be provided. This could come in many forms. For example:

- A percentage of unused sick leaves could be carried forward which can then be availed at a later period.
- Another example of this would be a case where an employee who avails less than a pre-determined number of days being eligible for a bonus or reward.

Disclaimer: This Sick Leave policy template is a reference and is meant to provide general guidelines. The policy might not take all the relevant local, state, and federal laws into account and is not a legal document. Neither the author nor workable shall accept any legal responsibility arising out of the use of this policy.



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