

Sample Company Sick Leave Policy Template

Introduction:

At our company, we prioritize the well-being of our employees and understand the importance of taking care of one's health. To ensure that our employees have the necessary support when they are unwell, we have established a sick leave policy.

Policy Statement:

Employees are entitled to a certain number of sick days per year, as outlined in their employment contract. These sick days can be used when an employee is unable to work due to illness or injury. It is important for employees to notify their manager as soon as possible if they need to take a sick day.

Procedure for Requesting Sick Leave:

When requesting sick leave, employees should follow the procedure outlined in the employee handbook. This may include notifying their manager, providing a doctor's note if necessary, and completing any required forms.

Return to Work:

Employees are expected to return to work once they are no longer unwell and able to perform their job duties. If an employee needs additional time off, they should discuss this with their manager and HR department.

Monitoring and Compliance:

Our company will monitor sick leave usage to ensure that it is being used appropriately. Any misuse of sick leave may result in disciplinary action.

Resources:

For more information on our sick leave policy, please refer to the employee handbook or contact the HR department.

Conclusion:

We believe that by providing a clear and fair sick leave policy, we can support our employees in maintaining their health and well-being. Thank you for your cooperation in following this policy.