
MEDICAL / SICK LEAVE POLICY SAMPLE

Prepared by:

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MEDICAL / SICK LEAVE POLICY SAMPLE

PURPOSE

[Company Name] recognizes that employees will need days off from work from time to time to address their medical needs. This policy outlines the medical / sick leave entitlements for employees.

SCOPE

This policy applies to all employees, including full-time, part-time, casual, and fixed-term contract employees, who have been continuously employed with our company for at least thirty (30) days. This policy applies to the personal medical / sick leave requirements of employees. Entitlements for time off to care for a sick family member are defined in the Personal Leave Policy.

ENTITLEMENTS

- Employees will be entitled to three days of paid medical leave after 30 days of continuous employment;
- After this initial 30-day period, employees will earn one day of paid leave at the beginning of each month, after completing one month of continuous employment;
- Employees can earn up to 10 days of paid leave in a calendar year;
- Paid leave may be taken in one or more periods;
- Each period of leave must be a minimum of one day in duration; and
- Employees are entitled to receive pay for their normal hours of work at their regular rate for each day of medical leave.

CONDITIONS

Employees are entitled to medical leave with pay when the following criteria apply:

- An employee is ill or injured;
- An employee is donating an organ or tissue;
- An employee is attending medical appointments during work hours; or
- An employee is required to be in quarantine.

This entitlement is only valid on days in which an employee is scheduled to work or is reasonably expected to be available for work. For example, an employee works a standard schedule of Monday to Friday. If the employee is sick on Saturday and Sunday, they are not eligible for paid medical leave for those days as they were not scheduled to work or expected to be available to work.

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PROCEDURES

- When taking sick time or initiating a medical leave, employees must notify their supervisor as far in advance of the start of their shift as possible. The employee should inform when they will be off and if possible, for how long. If the duration is unknown, their supervisor should be notified of any absence intention daily.
- Each day of medical leave of absence with pay that an employee takes Employees will be paid at their regular pay rate for normal hours of work (OR if unionized, [the amount will be calculated in accordance with a collective agreement]) for each day an employee is absent under the terms of this policy.
- The Company will keep records on the following:
 - The dates when the leave started and ended;
 - The year of employment in which the leave was earned;
 - The number of days of leave carried over from the previous year;
 - A copy of any written request for a medical certificate made by an employer; and
 - A copy of any medical certificate submitted by an employee
- When there is a transfer of business and work activities between employers due to transactions such as sales, mergers or retendering of contracts, and the worker's employment is connected to that business and related work activities, then their employment is considered to be continuous.

MEDICAL DOCUMENTATION

Employees who take at least five consecutive days of paid medical leave will be requested to provide medical certification from their Physician within 15 days of their return to work.

CARRY OVER OF PAID MEDICAL LEAVE

Unused paid sick leave days carry over to the next calendar year and counts towards that year's maximum entitlement of ten (10) days. In other words, a maximum of 10 paid sick days can be taken annually.

POLICY REVIEW

The company will review this policy as deemed necessary based on business or legislative change requirements, or no less than once every three years.

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ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Medical / Sick Leave Policy. I agree to comply with this Policy and its guiding principles.

Name (Print):

Signature:

Date:

Effective Date:

Revision Date:

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