
MEDICAL / SICK LEAVE POLICY SAMPLE

Prepared by:

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November 2022

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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 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.

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 track each leave's start and end date, maintaining records for each individual employee.
- The company will also maintain records for individual employees regarding the year of employment in which leave was earned and each employee's carry-over entitlement.

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- 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.

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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This project is funded in part by the Ontario
Government.

