

Sick Leave Policy

Effective Date: _____

Approved by: _____

1. Purpose

The purpose of this policy is to outline the guidelines and procedures for taking sick leave at [Company Name].

2. Scope

This policy applies to all eligible employees of [Company Name].

3. Definitions

- **Sick Leave:** Leave of absence due to illness, injury, or medical appointment.

4. Policy

Employees are entitled to sick leave as described below:

- [Insert number] days of paid/unpaid sick leave per year.
- Sick leave can be used for personal illness, injury, or medical appointments.
- Sick leave cannot be carried forward or encashed unless otherwise stated.

5. Procedures

1. Employees must notify their immediate supervisor as soon as possible when taking sick leave.
2. A medical certificate may be required for absences of [Insert number] or more consecutive days.
3. Sick leave must be recorded and submitted as per company procedures.

6. Responsibilities

- Employees are responsible for informing their supervisor and providing relevant documentation.
- Supervisors are responsible for monitoring and recording sick leave taken by their team members.

7. Policy Review

This policy will be reviewed annually and updated as necessary.

8. Contact

For questions, contact [HR Department/Contact Person] at [Contact Information].