

## Sick Leave Policy (EXAMPLE)

### Policy Purpose

There may be times when you are unable to work due to illness or injury. We support you in taking the time to recover and this policy outlines our company's provisions for employees who become unwell or injured and need to be absent from work as well as how sick leave is allocated and how it can be used.

### Scope

This policy applies to all permanent employees at [Company Name] who have been with our company for at least [3 months].

### Usage and Allowance

We provide up to [10 days] of paid sick leave. For part-time employees, this allowance is calculated on a pro-rata basis.

(Sick Leave is separate from other types of leave – eg annual leave, maternity leave, etc.)

Sick Leave is for unplanned days when you are unwell and cannot work. It may be used to recover from illness, recover from an accident / injury, or receive mental / psychological care when necessary. It can also be used to care for a sick dependent in your care.

### Accumulation and Unused Sick Leave

You accumulate Sick Leave throughout your time of employment. It starts accumulated from your first day of work but cannot be taken until after an initial period of [3 months] has passed.

Your Sick Leave does not expire and continues to accumulate throughout the time of your employment.

If you leave [Company Name] (for any reason), you will not be entitled to a pay out of any unused sick leave.

## **Accessing Your Sick Leave Balance**

Your Sick Leave balance can be accessed through your [HR Partner Portal]. This calculates automatically and subtracts any leave used.

## **Reporting in Sick**

If you are unable to work, you should contact your manager as early as possible (before your normal starting time). You should give an indication of your illness, and likely return date. You should discuss any work, deadlines, meetings, or other commitments that need to be covered or alternative arrangements made while you are away from work.

For durations longer than one day, or frequently occurring, a Medical Certificate may be required. This should be discussed with your manager. Unless agreed otherwise with your manager, you should report in daily for every day of sick leave.

Your manager will record your absence in [HR Partner].

## **Returning to Work**

Once you recover and can return to work, you will have a “Return to Work” meeting with your manager. During this meeting you can discuss the reason for your absence and explore ways that the company can support in transitioning back to work.

## **Taking More Sick Leave than Your Balance**

If you need additional time off for sickness, which goes above your Sick Leave balance, this will need to be taken from your [Annual Leave / Holiday Leave / Vacation Time] or taken as Unpaid Leave.

## **Questions?**

If you have any questions about this policy, please contact the HR Manager.