Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: Sick Leave Policy
Policy #
Approved by:
Effective:
Revised:

PURPOSE: This policy will ensure employees are aware of their sick leave benefits and the process for documenting absenteeism.

POLICY STATEMENT: Sick leave is to be used by employees who are ill. Sick leave accumulates at __ days per month as per the collective agreement. Employees will receive a statement showing their accumulated sick leave credits annually.

SCOPE: This policy covers all union, non-union and management positions within (company name).

PROCEDURE:
- Notification of sick leave: Employees must notify immediate supervisor of inability to work using manager specified procedure on each work team
- Return to work from sick leave: Employees must notify manager when reporting to work following a sick leave. Employee must provide a medical practitioner signed proof of illness notification for absences longer than 3 working days
- Family health days: Each employee will be allowed a maximum of 10 days from their sick leave credits for tending to family illness concerns. Family is defined as, employees parent, step-parent, child, step-child, brother or sister
- Medical appointments: Time off to attend personal medical appointments is allowed
- Upon return to work the employee must complete a signed employee absence record and submit it to their immediate manager

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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