

COMPANY NAME PAID SICK LEAVE POLICY

This policy outlines circumstances that can be covered by paid sick leave. Paid sick leave is available for employees to care for their health and the health of their family members.

“Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse’s parent, grandparent, grandchild or sibling.

Scope

The sick leave policy at **Company Name** applies to all employees who have been with our company for at least **specified time frame**. **Company Name** provides **number** of paid sick leave. Sick leave is separate from other types of leave like Paid Time Off (PTO).

Paid sick leave may be used for the following:

- An employee’s recovery from a mental or physical illness, injury or health condition;
- To receive preventive care such as medical, dental or optical appointments and/or treatment;
- To care for a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons.

Accrual of Paid Sick Leave

Paid sick leave begins to accrue at the start of employment. You will be provided with an Employee Paid Sick Leave Notification at the start of employment. It contains information regarding authorized use of paid sick leave, our company’s paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about retaliation.

Procedure

When employees want to use sick leave, they should notify their supervisor as soon as possible. They should also inform the supervisor about how long they’ll be absent (if possible), or report daily for every day of sick leave.

Under certain circumstances, employees might need to submit a physician’s note or other medical certification and/or complete a sick leave form. Those circumstances include but are not limited to:

- Being absent for more than [three days] on sick leave.



- Cases when a pattern arises (e.g. employees plead sick at a specific time each week.)

Company Name will handle all sick time requests with discretion.

Contact Information

Employees with questions about Paid Sick leave may contact **Name of Contact**.