

Employee Illness Policy

I. Introduction

This **Employee Illness Policy** ("**Policy**" hereinafter) has been prepared and accepted by the Board of Directors of the _____ ("**Company**" hereinafter). The Purpose of this Policy is to inform employees about the procedures regarding reporting, managing, and addressing illnesses in the workplace. The policy aims to ensure the health and safety of all employees while maintaining business operations.

II. Scope

This Policy shall apply to all employees, including temporary employees, part-time workers and interns of the Company, regardless of the term of employment.

Employees may contact the Human Resources Department for any questions they may have regarding the scope and application of this Policy.

III. General Rules

- **Notification of Illness** - Employees who are ill and unable to report to work must notify their immediate supervisor as soon as possible, but no later than the start of their scheduled shift. Notification should be made via phone call, email, or the designated communication method specified by the company.
- **Medical Certification** - Employees who are absent from work due to illness for more than [number] consecutive days may be required to provide a medical certificate from a healthcare provider confirming the illness and the expected duration of absence. The company reserves the right to request medical certification for shorter absences if deemed necessary.

- **Return to Work** - Before returning to work, employees who have been absent due to a contagious illness or a condition requiring medical treatment may be required to provide a fitness-for-duty certificate from a healthcare provider. This certificate should confirm that the employee is fit to return to work and poses no risk to the health and safety of other employees.
- **Sick Leave** - Sick leave is accrued at the rate of [number] hours per [time period, e.g., month, pay period] and may be used in [minimum increment, e.g., one-hour] increments. Employees are encouraged to use their sick leave for legitimate illness-related absences and to avoid misuse of this benefit.
- **Confidentiality** - The company respects the privacy of its employees and will maintain the confidentiality of all medical information provided. Medical information will be shared only with those who have a legitimate need to know, in accordance with applicable laws and company policies.
- **Prevention and Wellness** - Employees are encouraged to take preventive measures to maintain their health, such as regular hand washing, getting vaccinated, and practicing good hygiene. The company may offer wellness programs, flu shots, and other health-related resources to support employee well-being.
- **Contagious Illnesses** - Employees with contagious illnesses (e.g., Influenza, COVID-19) should remain at home until they are no longer contagious. The company may follow public health guidelines to determine when it is safe for employees to return to work.
- **Remote Work** - In cases where an employee is ill but still able to work, the company may allow for temporary remote work arrangements, subject to the nature of the job and the supervisor's approval.

IV. Approval

I, _____, read and understand the Employee Illness Policy. I know and accept that non-compliance may result in disciplinary action, up to and including termination of employment.

Employee

Name

Date

Signature



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