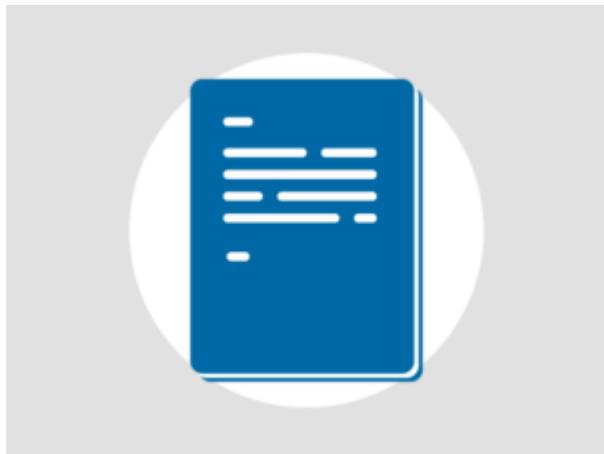


# Addressing Abuse of Sick Leave & Excessive Absences



## *Purpose of the tool:*

Use this tool is to provide steps to address and manage employees who are taking excessive sick leave or taking sick leave under false premises.

## *Includes:*

1. Steps to follow when you suspect sick leave abuse or excessive absences
2. Strategies for identifying a pattern of sick leave abuse.
3. Sample Progressive Discipline Steps
4. Sample Employer Record/Note for Sick Leave Abuse Investigation Meeting
5. Sample Letter of Progressive Discipline Actions Sent to an Employee