

Sick and Personal Leave Policy



Many organizations grant employees a limited number of days per year often referred to as sick days. A policy on sick/personal leave may include:

- Purpose of the leave
- How time is accrued
- Conditions for claiming sick or personal leave
- A maximum number of days which can be taken
- What happens with unused leave time

Considerations when developing a sick and personal leave policy include:

- Employment standards in some jurisdictions have requirements for unpaid sick leave
- Paid sick leave is an optional benefit employers may grant to employees
- Some people believe that abuse of sick leave is reduced by requiring a note from a medical practitioner
- Some organizations pay employees for unused sick days. Others grant wellness days in place of sick days or for unused sick days
- Some organizations grant each employee "personal time off". These days can be used for personal responsibilities, family obligations, illness, or any other purpose. Typically, no explanation is necessary and a note from a medical practitioner is not needed
- Some jurisdictions have minimum standards for unpaid family responsibility or emergencies
- The priorities and values of your organization should be reflected in a sick/personal leave
- Arrangements to deal with short-term and long-term disability may complement sick leave