

Sick Leave Policy Template for Employees

This Sick Leave Policy Template helps companies create clear rules for employee sick leave. You can edit this template based on your company needs, local laws, and team size.

1. Purpose

The purpose of this policy is to support employees when they are unwell and unable to work while maintaining smooth business operations.

2. Eligibility

This policy applies to all full-time, part-time, and contract employees of the company.

3. Sick Leave Entitlement

Employees are entitled to a fixed number of paid sick leave days each year. Unused sick leave may or may not carry forward depending on company policy.

4. Informing the Manager

Employees should inform their manager or HR team as soon as possible if they are unable to work due to illness.

5. Medical Certificate

A medical certificate may be required if the sick leave exceeds two or more consecutive working days.

6. Paid and Unpaid Sick Leave

Approved sick leave may be paid or unpaid depending on employee eligibility and company rules.

7. Remote Work During Illness

Employees may work remotely during minor illness only if they feel comfortable and receive manager approval.

8. Misuse of Sick Leave

Any misuse of sick leave may result in disciplinary action as per company policy.

9. Confidentiality

Employee medical information will remain private and confidential.

10. Policy Review

The company may update this policy at any time to follow legal or operational requirements.

Policy Details	Information
Annual Sick Leave	10 Days
Medical Certificate Needed	After 2 Days
Carry Forward	Company Decision
Applies To	All Employees

Final Note:

This template is for general use and should be customized according to your company policies and local labor laws.