SICK LEAVE POLICY

[Organization Name] (the Company) wishes to support its employees during times when they are unwell or injured, or a family member is unwell. The Company is committed to adhering to the guidelines established by the British Columbia *Employment Standards Act* (ESA), at minimum, with respect to sick leave (“Personal Illness and Injury Leave”).

POLICY

As per the Employment Standards Act and effective Jan. 1, 2022, employees have the right to take up to five (5) days of paid sick leave each calendar year because of personal illness, injury, or medical emergency. Employees are also entitled to three (3) extra unpaid sick days. This entitlement begins once an employee has worked for [Organization Name] for at least 90 days.

Sick days do not carry over into another calendar year if not used and will not be paid out to the employee for any reason including termination of employment.

As per the Employment Standards Act, reasonable medical documentation may be requested including information to support the employee’s need for the leave. Medical documentation will include the duration of the absence, the date of the employee’s medical appointment, and whether the employee was examined in-person.

Call in Procedure

When an employee anticipates not coming into the office or anticipates being late for a regularly scheduled shift, for any reason, that employee shall inform [Insert Contact Person] by [telephone/email - state your procedure] [prior to 8:30 a.m. on the day in question OR as soon as possible].

If [Contact Person] or their designate are not available to receive the message, then a notice of the absence will be left via voice messaging AND by sending an email to [Insert Contact Person’s] email.

*Early notification of non-attendance or lateness is very important so that another employee can fill in for the absent member, if necessary.*

Medical Appointments

It is expected that employees will schedule required time off for personal medical appointments during off-work hours. If this is not possible, it is expected that employees will schedule medical appointments at the very beginning or very end of the business day, so as to limit their time away from work. If the appointment is scheduled during office hours, the staff member shall give reasonable notice to [Insert Contact Person] or designate and obtain approval (with possible conditions), as required by the Company.