PAID MEDICAL 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 *Canada Labour Code (CLC)*, at minimum, with respect to sick leave (“Medical Leave and Leave for Work-Related Illness and Injury”).

SCOPE

This policy applies to all employees who have been employed with the organization for at least 30 days. It replaces any previous personal leave/sick day policies that allowed for five (5) unpaid days per year.

POLICY

The purpose of this policy is to outline the sick leave provisions employees are entitled to take.

As per the CLC and effective as of January 18, 2022, employees who have been with the organization for at least 30 days have the right to take between three (3) and ten (10) paid sick days each calendar year as follows.

* Any employee who has worked at the organization for more than thirty days, is entitled to three (3) paid sick days.
* After 60 days of employment, sick days are then accumulated at a rate of 1 paid sick day per month, up to a maximum of 10 paid sick days per year.
* Any unused paid medical leave in a calendar year is carried over to January 1 of the following calendar year and counts toward the 10 days that can be earned in the new year.

Employees are entitled to take their leave at different times throughout the year. However, the organization reserves the right to en

force that medical leave days must be taken in increments of at least one full day at a time.

[Organization name] may request a medical certificate for any paid medical leave of absence that extends beyond five (5) consecutive days. This certificate must be submitted within 15 days of the employee’s return to work. [Organization Name] will not request confidential medical information, including any diagnosis, etc., from the medical provider. The certificate must only include a statement indicating that the employee was unable or incapable of being at work during the period of leave.

Accumulated medical leave days will not be paid out at the end of the employment relationship.

Call in Procedure

Employees who will be absent from work due to illness are responsible for providing as much advance notice as possible when they will be unable to attend work. Employees are to (Insert method of calling in, e.g., calling into the company, leaving a voicemail, emailing their supervisor, etc.) if they will not be present. If employees need to leave their shift early, they must provide as much notice as possible to their supervisor.