SICK LEAVE

[Organization Name] wishes to support our employees during times when they are unwell, or a family member is unwell. We are committed to adhering to the guidelines established by the Ontario *Employment Standards Act* (ESA), at minimum, with respect to sick leaves.

POLICY

The purpose of this policy is to outline the organization’s sick leave policy.

As per the Employment Standards Act (ESA) employees have the right of taking up to three days of unpaid sick leave each calendar year because of personal illness, injury, or medical emergency.

However, at [Organization Name] we wish to provide extra support to our employees. We therefore offer [X] paid sick days per year OR Full time employees earn sick time at a rate of [X] days per month to a maximum of [X] days. Part-time employees will accrue sick time on a prorated basis.

This entitlement begins once an employee has worked for [Organization Name] for at least two consecutive weeks.

These sick leave days may not be carried over into another calendar year if they are not used. In the event that an employee’s hire date is partway through the year, they are still entitled to the three days. Employees [may/may not] not take sick leave for cosmetic surgery or medically unnecessary procedures.

Medical Documentation

The Employment Standards Act permits an employee to be absent from work for 3 days. Should an employee utilize the full allotment of these days, or should the injury and/or illness require modified duties and/or accommodation the following will apply:

* Should an employee miss or know they will miss three (3) consecutive days of work, they may be required to provide medical documentation justifying their absence.
* [Organization Name] reserves the right to request medical documentation to support an absence whenever it deems necessary (i.e. an absence from work on the same day a request for a day off was denied).
* [Organization Name] may ask for medical notes, medical reports or independent medical evaluations where absenteeism is excessive or where a specific absence warrants (i.e. return to work program).
* Employees who are required to provide medical documentation, as per the terms of this policy, must visit the doctor and secure said documentation on a day where they were absent from work. If a medical note is requested after the employee returns to work, the employee will secure a medical note ASAP.
* Failure to provide appropriate and required medical documentation when required or requested may result in further disciplinary or counselling measures.

Medical documentation only needs to include the duration of the absence, that date of the employee’s medical appointment, and whether the employee was examined in-person.

Ill Family Members

Employees are also entitled to take up to three days of unpaid leave each calendar year because of an illness, injury, medical emergency, or other urgent health matters relating to specific relatives. This is called Family Emergency Leave and it applies to [Organization Name] employees if their hire date is at least two weeks prior to taking the leave.

As per the ESA, the term “family members” refers to:

* Spouse (includes both married and unmarried couples, of the same or opposite genders);
* Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse;
* Spouse of the employee's child;
* Brother or sister of the employee; or
* Relative of the employee who is dependent on the employee for care or assistance.

Employees may take the leave whether the illness is a planned event (such as surgery that is medically necessary), or an unplanned emergency, such as an urgent matter. Urgent matters could include an unforeseen need for childcare, as an example.

Notice of family responsibility leave may occur before the leave if it is planned, or as soon as it happens if unplanned. This notice can be made orally; it does not have to be in writing. Family responsibility leave entitlement resets every calendar year and the days may not be carried over.

[Organization Name] may request reasonable evidence of the need for the leave. This will not include medical notes or medical information from the doctor of the family member.

COVID-19 Related Leave

Finally, the government has created a temporary leave for employees who need to be absent due to COVID-19, called Infectious Disease Emergency Disease.

If you need to be away due to COVID-19, please tell your supervisor as soon as possible so they may ensure the provisions of this type of leave are followed. Employees who have run out of paid sick days, may be eligible for government assistance while away on this type of leave.

Call in Procedure

When an employee anticipates not coming into the office or anticipates being late for their regularly scheduled shift, for whatever 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 OR at least 4 hours prior to your shift].

If [Contact Person] or their designate are not available to receive the message, then the message will be left by leaving a voice message on the general mailbox AND by sending an email to [Insert Contact Persons’] 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 the expectation that employees will schedule required time off for personal medical appointments on off-work hours. If this is not possible, it is the expectation 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 [Organization Name].