



Sick Leave | Sample Policy

The below policy can be used as a stand-alone document or incorporated into your Employee Handbook or Policy Manual. As a best practice, we always encourage referencing the *Employment Standards Act of BC*, to ensure you are using the most accurate and up to date information!

Employment Standards – Sick Leave: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-49-1?keyword=sick&keyword=leave>

Or contact the Employment Standards Branch: 1.833.236.3700

Sample policy

Effective January 1, 2022, team members are eligible for up to 5 paid days and 3 unpaid days of job-protected leave each year for personal illness or injury. This leave applies to team members who have been employed for at least 90 calendar days. A doctor's note or other sufficient proof may be requested and must be provided to the Company as soon as practical.

In the event you are sick or injured, we ask that you contact [INSERT MANAGER NAME AND CONTACT INFO] as soon as you know that you will not be able to come to work. Doing so provides us with sufficient time to find a replacement to cover your shift(s).