

Illness, Injury and Recovery Leave (Standard)

When the unexpected occurs, like an illness or injury, [Employer] wants all employees to take the time reasonably necessary to recover. [Employer] also understands that there are times when employees may need time away from work to recover from elective medical procedures and other health conditions.

For this and other reasons, [Employer] provides paid illness, injury and recovery days to eligible employees.

Eligibility

Illness, injury and recovery leave is available to following employees:

- [Full-time employees who have worked more than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer]; and]
- [Part-time employees who have worked more than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer].]

Employee classifications not eligible for illness, injury and recovery leave include:

- [Full-time employees who have worked less than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer];
- [Part-time employees who have worked less than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer]];
- [Seasonal employees];
- [Temporary employees; and]
- All other employee classifications and third party workplace participants not listed as eligible for leave.

Please consult [this handbook, guide, your offer of employment e.g.] to determine your employee classification.

If eligible for illness, injury and recovery leave, [Employer] will provide information to you regarding the amount of illness, injury and recovery leave to which you are eligible.

[Requesting Leave

Knowing when illness or injury may strike is difficult. Even so, employees who are ill or injured, whether eligible for leave or not, are required to provide notice to [their manager, their supervisor, the Human Resources Department, the Personnel Department e.g.] as soon as possible, preferably before [10:00 am, 12:00 noon e.g.] of the first day absent.]

[Short-Term Disability

If your illness or injury will require you to miss more than [three, four, five, six e.g.] consecutive days of employment, you will need to [complete a Short-Term Disability Form; notify Human Resources e.g.] after [two, three, four e.g.] consecutive days of work missed. [Your physician will need to provide proof of your disability.]

[Medical Certification

[[Employer] reserves the right to have a signed, written statement from the employee's physician to verify your illness or injury.]

[[Employer] requires that the ill or injured employee provide proof of illness or injury, such as a signed doctor's note, within [24, 48 e.g.] hours of the absence.]]

Illness, Injury and Recovery Leave Not Used

[Illness, injury and recovery leave not used during the year does not carry forward to the next year.]

[[Employer] permits eligible employees to carry over [3, 5, 7 days; 50 percent of eligible time; 100 percent of leftover time e.g.] to the next year.]

Fraud

When employees fraudulently invoke their benefits, they hurt everyone. For this reason, benefits fraud is prohibited.

If you suspect that someone is committing fraud, please report your suspicions to [the Human Resources Department, the Personnel Department, the Benefits Department, the Compliance Department, your plan administrator, the CFO, the CEO e.g.].

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Benefits Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Benefits Department e.g.] [or the President, CEO e.g.].]