## Medical leave policy template

[Organization Name]

Medical leave policy

### 1. Purpose & Brief

This policy aims to provide employees of [Organization Name] with clear guidelines and support when seeking medical leave due to illness, injury, or other medical conditions.

### 2. Scope

This policy applies to all full-time employees of [Organization Name]. Part-time employees and contractors may refer to their specific contractual agreements for related provisions.

### 3. Eligibility

Employees who have been with [Organization Name] for a minimum of [e.g., "six months"] are eligible to apply for medical leave.

### 4. Duration of Leave

Employees can avail up to [e.g., "12 weeks"] of medical leave in a calendar year. Extensions can be considered based on medical certifications and organizational requirements.

### 5. Documentation

Employees must provide a valid medical certificate from a registered medical practitioner, detailing the nature of the illness and the estimated recovery time.

### 6. Return to Work

Upon recovery, employees are expected to notify their respective managers and HR at least [e.g., "one week"] in advance of their return. A fitness certificate might be required based on the nature of the illness.

### 7. Compensation

As per the FMLA, employers are not mandated to provide paid leave1. However, [Organization Name] allows employees to utilize their accrued paid leaves like sick leave or vacation during this period.

### 8. Confidentiality

All medical records and information will be kept confidential and will only be accessed by authorized personnel for official purposes.

### 9. Non-retaliation

Employees availing medical leave will not face any form of retaliation or discrimination. Any such incidents should be reported to HR immediately.

Signature:

[Employee Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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