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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