

Provide Sick Leave

HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy / operations schedule** to **improve recovery from and reduce transmission of diseases by enabling and encouraging employees to stay home when sick.**

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance for providing employees access to paid sick leave. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Example for Section 1, Option 1, a, b, c and Section 2, Option 2, a, b (1, 2, 3)

[Company] Sick Leave Policy

Location: [project address]

Short-term Sick Leave:

Each full-time and part-time employee receiving health benefits as part of their contract is eligible for the following short-term sick leave benefits:

1. 10 days of sick leave per annum (separate from paid time off and family leave) that are annually accrued. On these days, the employee will be paid at *[50-100%]* of their salary.

Employees are discouraged from coming into the office when they are feeling ill (fever, cough, etc.) If an employee has elected to take sick leave for an illness, they are expected to dedicate the time to recovering and are discouraged from using the time for work.

Notify your direct supervisor immediately when you need to work from home or take sick leave due to illness and log it in *[name of system and any necessary guidance to log sick leave]*.

If an employee requires four (4) or more days of concurrent sick leave, please obtain a note from a medical professional and send it by email *[email address]* or fax *[fax number]* to *[HR contact name]* in the HR department.

Long-term Sick Leave:

Each full-time and part-time employee receiving health benefits as part of their contract is eligible for the following long-term sick leave benefits:

1. 12 weeks of unpaid sick leave per annum for a chronic or serious health condition such as surgery or stroke that involves inpatient care. This time can also be used towards continuing treatment and/or supervision by a healthcare provider for a chronic condition such as diabetes or asthma.
2. During recovery from a serious health condition, employees are eligible and encouraged to speak with their direct supervisor to create a plan that will allow them to gradually re-enter the workplace. The plan may include one or a combination of the following options:
 - a. Phasing in the number of work hours per week (for example starting at 24 hours per week and increasing to 40 over a set schedule).
 - b. Increased virtual hours.
 - c. Setting up a flexible schedule, where work can be scheduled around required medical appointments and prescribed recovery responsibilities.

Please contact your direct supervisor and *[HR contact name]* in the HR department by email *[email address]* or fax *[fax number]* to request and log long-term sick leave or if you have any questions on this policy.

TIPS FOR MULTIPLE LOCATIONS

- For multiple locations, this Policy and/or Operations Schedule is categorized as Shareable. It may be shared across multiple locations, as long as they all meet the strategies that are outlined in the document.