

SH1 - Provide Sick Leave

Policy and/or Operations Schedule

WELL Health-Safety Rating™ Q1-Q2 2024

WHAT IS 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, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q1 - Q2 2024 addenda of the WELL Health-Safety Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

HOW TO USE THIS DOCUMENT:

- ☐  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL Health-Safety Rating™ digital standard](#) for the exact language on your project’s space types.
- ☐  Refer to the [below example document](#) to get an idea of how to set up your documentation.
- ☐  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
- ☐  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font
 - f. check out the [WELL Documentation Annotation Guide](#) for more
- ☐  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type

- ☐ 🔍 Review the document you've created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
- ☐ ⬆️ Upload the document to the scorecard in the WELL digital platform, after you've confirmed that the document fully and clearly addresses all the necessary WELL requirements.

Feature Part Requirements

For All Spaces

A sick leave policy that meets the following requirements is available to all eligible employees:

- a. *Leave is offered up front or accrued for use during any 12-month period for any health condition and meets one of the following requirements:*
 - 1. *Short-term sick leave for all eligible employees, distinct from paid time off and family leave, at least 10 days of which are paid at 50% or higher of the employee's full salary or wages.*
 - 2. *At least 20 days of combined paid time off and sick leave which are paid at 50% or higher of the employee's full salary or wages.*
- b. *Statement that discourages employees from coming into work when they feel sick, and from doing work while on sick leave.*
- c. *At least one of the following:*
 - 1. *At least 12 weeks of sick leave (which may be unpaid) during any 12-month period for a chronic or serious health condition that involves inpatient care in a hospice or residential healthcare facility (e.g., stroke, infectious disease, surgery) or health condition that requires continuing treatment and/or supervision by a healthcare provider (e.g., diabetes, asthma, cancer).*
 - 2. *Part-time options, flexible schedules or permission to work from home when recovering from serious health conditions.*



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 organizations participating in WELL at scale, this Policy and/or Operations Schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.