Sick Days Policy

ABC Company recognizes that an employee’s inability to work because of illness or injury may cause economic hardship. For this reason, the Company provides paid sick days to full‑time employees. The days are provided only for the employee’s own illness or injury.

Eligible employees accrue sick days at the rate of one hour of sick leave for every 40 hours work, up to a maximum of six days per calendar year. Unused sick days may be accumulated to a maximum of 30 days [NTD – the accrual rate and maximum accrual amount can be revised based on the needs of the employer]. Sick days may be used as they are earned, following the Company’s regular call‑in policy. Any more than two consecutive days of absence due to illness must be supported by a doctor’s statement. Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason.

THIS POLICY IS OPTIONAL