



Monarchs Sick Leave Policy

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Policy Brief & Purpose

Our **company sick leave policy** outlines our company's provisions for employees who become sick and need to be absent from work. The following sample policy specifies how sick leave will be accrued and how it may be used.

Scope

This company sick leave policy applies to all our employees who have been with our company for at least 3 months.

Policy Elements

Our employees may be unable to perform their duties if they get sick. Our company follows legal guidelines that may apply to sick pay on an accrual basis.

- 1Hr Paid Sick Leave for every 30 Hours worked.

How do sick days work?

Our employees can take sick leave when they want to:

- Recover from sudden illness
- Recover from accidents/injuries
- Receive mental/psychological care or counseling when necessary
- Doctors' appointments

Unused sick leave policy

Employees can accumulate unused sick leave until it reaches 24hrs. Unused sick time, up to 24hrs, may be carried over to the following year.

Keep in mind that, employees who become sick should either use their sick days to avoid spreading illnesses.

Procedure

When employees want to use their sick time, they should notify their supervisor as soon as possible either through email.

They should also inform the supervisor for how long they'll be absent (if possible) or report daily for every day of sick leave.

Under certain circumstances, employees might need to submit a physician's note or other medical certification and/or complete a sick leave form. Those circumstances include but are not limited to:

- Being absent for more than 3 days on sick leave.
- Cases when a pattern arises (e.g. employees plead sick at a specific time each week.)

We will handle all sick time requests with discretion.