

Medical Leave Policy Template

Medical Leave Policy:

1. Eligibility:

- Employees are eligible for medical leave after completing [number] months of employment.
- Medical leave can be used for personal illness, injury, or to care for a sick family member.

2. Requesting Medical Leave:

- Employees must submit a medical leave request form to their supervisor at least [number] days in advance, if possible.
- Medical documentation may be required for extended medical leave.

3. Duration of Medical Leave:

- Medical leave can be taken for up to [number] consecutive days.
- Extended medical leave may be granted on a case-by-case basis.

4. Paid vs. Unpaid Medical Leave:

- Medical leave may be paid or unpaid, depending on the employee's accrued sick leave and company policies.
- Employees may be required to use accrued sick leave before taking unpaid medical leave.

5. Return to Work:

- Employees must provide a doctor's note clearing them to return to work after medical leave.
- Accommodations may be made for employees returning to work with restrictions.

6. Confidentiality:

- All medical information provided for medical leave requests will be kept confidential.
- Supervisors and HR will only be informed of necessary information related to the employee's absence.

7. Compliance:

- Employees must comply with all company policies and procedures when taking medical leave.
- Failure to comply may result in disciplinary action.

For more information on medical leave policies, please refer to the Family and Medical Leave Act (FMLA) guidelines: [\[link to FMLA guidelines\]](#).

