### 5.1.1 Illness, Injury and Recovery Leave (Standard)

When the unexpected occurs, like an illness or injury, [Employer] wants all employees to take the time reasonably necessary to recover. [Employer] also understands that there are times when employees may need time away from work to recover from elective medical procedures and other health conditions.

For this and other reasons, [Employer] provides paid illness, injury and recovery days to eligible employees.

**Eligibility**

Illness, injury and recovery leave is available to following employees:

* [Full-time employees who have worked more than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer]; and]
* [Part-time employees who have worked more than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer].]

Employee classifications not eligible for illness, injury and recovery leave include:

* [Full-time employees who have worked less than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer];
* [Part-time employees who have worked less than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer]];
* [Seasonal employees];
* [Temporary employees; and]
* All other employee classifications and third party workplace participants not listed as eligible for leave.

Please consult [this handbook, guide, your offer of employment e.g.] to determine your employee classification.

If eligible for illness, injury and recovery leave, [Employer] will provide information to you regarding the amount of illness, injury and recovery leave to which you are eligible.

**[Requesting Leave**

Knowing when illness or injury may strike is difficult. Even so, employees who are ill or injured, whether eligible for leave or not, are required to provide notice to [their manager, their supervisor, the Human Resources Department, the Personnel Department e.g.] as soon as possible, preferably before [10:00 am, 12:00 noon e.g.] of the first day absent.]

**[Short-Term Disability**

If your illness or injury will require you to miss more than [three, four, five, six e.g.] consecutive days of employment, you will need to [complete a Short-Term Disability Form; notify Human Resources e.g.] after [two, three, four e.g.] consecutive days of work missed. [Your physician will need to provide proof of your disability.]]

**[Medical Certification**

[[Employer] reserves the right to have a signed, written statement from the employee’s physician to verify your illness or injury.]

[[Employer] requires that the ill or injured employee provide proof of illness or injury, such as a signed doctor’s note, within [24, 48 e.g.] hours of the absence.]]

**Illness, Injury and Recovery Leave Not Used**

[Illness, injury and recovery leave not used during the year does not carry forward to the next year.]

[[Employer] permits eligible employees to carry over [3, 5, 7 days; 50 percent of eligible time; 100 percent of leftover time e.g.] to the next year.]

**Fraud**

When employees fraudulently invoke their benefits, they hurt everyone. For this reason, benefits fraud is prohibited.

If you suspect that someone is committing fraud, please report your suspicions to [the Human Resources Department, the Personnel Department, the Benefits Department, the Compliance Department, your plan administrator, the CFO, the CEO e.g.].

**Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Benefits Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Benefits Department e.g.] [or the President, CEO e.g.].]