



## Open Governance - Democracy - Human Rights

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# Sick Leave Policy

Version 1.0



# Sick Leave Policy

## Policy brief & purpose

AfroLeadership **Sick Leave Policy** outlines our organization'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 AfroLeadership sick leave policy applies to all our employees who have been with our organization for at least *six months*.

## Policy elements

Our employees may be unable to perform their duties if they get sick. AfroLeadership follows legal guidelines that may apply to sick pay. We'll also offer legal number of days of paid/ partially paid sick leave. This leave is separate from other types of leave like maternity leave.

## 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.

Employees who want to attend to routine healthcare (e.g. doctor's/dentist's appointments) should inform AfroLeadership.

## Unused sick leave policy

Employees will receive 1 additional day/s every 1 year of working for AfroLeadership. Depending on the law, employees can accumulate unused sick leave until it reaches a certain number of days. Unused sick time may be calculated for an employee's annuity when they retire.

Keep in mind that, employees who become sick should either use their sick days or work from home 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 *three 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.