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# Sick Leave Memo to Staff

## MEMORANDUM

**To:**

All Staff

**From:**

[HR Manager's Name/HR Department]

**Date:**

[Current Date]

**Subject:**

**Updated Sick Leave Policy**

### Introduction

We would like to remind all staff members about our company's sick leave policy to ensure a clear understanding of the process and support available.

### Main Message

The following are key points of our sick leave policy:

- **Eligibility:** All employees are entitled to [number] days of sick leave per year.
- **Notification:** Please notify your immediate supervisor as soon as possible if you are unable to attend work due to illness.

- **Documentation:** If the sick leave exceeds [number] days, a medical certificate may be required.

### **Action Required**

- Ensure you follow the appropriate reporting process when taking sick leave.
- Submit any required documentation to HR within [time frame].

### **Conclusion**

Your health and well-being are a priority, and we encourage you to take the necessary time off when unwell. If you have any questions, please contact HR.

Thank you.

**[HR Manager's Name]**

[HR Manager's Position]

[Contact Information]