
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]