



Your Sick Leave Rights Explained

Everything you need to know about taking time off when you're ill



When Are You Entitled?



Six Months Service

Entitlement begins after six months' continuous employment.



Part-Time Workers

Average 10 hours weekly or 40 hours monthly qualifies you.



Annual Allowance

Receive 10 days' sick leave per year once entitled.

Who Can Use Sick Leave?



Yourself

When you're sick or injured and unable to work.



Your Spouse

Care for your spouse when they're unwell or injured.



Dependents

Look after someone who depends on you for care.



How to Request Sick Leave

01

Complete Leave Form

Submit Leave application to your manager in advance when possible.

02

Notify Manager

Inform manager before start time if unable to complete form.

03

Contact ASAP

If advance notice isn't practicable, contact manager as soon as possible.

Medical Certificate Requirements

Three Days or More

Medical certificate required for absences of three consecutive calendar days.

This includes non-working days—Friday and Monday absence requires proof.

Early Request

Employer may request proof within first three days if notified early.

Employer covers cost when requesting proof before three-day threshold.

- ❏ Payment may be withheld if adequate proof isn't provided when requested.



Payment & Accumulation

100%

Full Pay

Receive relevant daily pay for each sick day taken.

20

Maximum Days

Accumulate up to 20 days of unused sick leave.

0

No Payout

Unused leave expires upon termination—no compensation paid.

Managers may allow sick leave in advance at their discretion, deducted from future entitlement.



Need Support?

Contact HR Unlocked

For questions about your sick leave entitlements and workplace policies.

[**lisa@hrunlocked.co**](mailto:lisa@hrunlocked.co)

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