

Sick Leave, Medical Leave, and Flexible Scheduling Checklists





Policies for Employee Sick and Medical Leave

Promoting sick and medical leave policies, and educating employees about them, can support employees who are facing a cancer diagnosis or who are caring for a loved one with the disease. Clear information about the policies should be included in employee handbooks.

The following set of questions can help confirm if your company policies clearly address the needed components.

- How do your policies meet the requirements of state and local laws?
- Which employees are eligible, and when do they become eligible?
- How much leave do employees accrue? What is the time period for accrual (month, pay period, etc.)? When does accrual begin? What are the limits on accrual and carryover between calendar or benefit years?
- How much are employees paid when they use leave?
- When can employees use leave? Can leave be used to care for family members? How are “family members” defined? Is documentation required? Is there a minimum or maximum limitation on how much leave can be used at once? What can employees do if they don’t have enough accrued leave?
- What happens to accrued leave upon separation from the company?

Flexible Scheduling

For employees with illnesses such as cancer, flexible schedules, phased return-to-work plans, teleworking, non-traditional work hours or days, alternate work assignments, and related accommodations are especially important in easing the burden of continuing to work through treatment or returning to work after an extended absence. Providing these accommodations may benefit your company by boosting productivity and retention of valued personnel.

When creating a flexible scheduling policy, use the following key questions for guidance:

- Which employees are eligible, and when do they become eligible?
- What documentation is required for flexible scheduling, such as documenting planned worked hours, resource or technology requirements, delivery of work product, or supervision?
- What scheduling options are available?
- How long can flexible scheduling be used?
- How frequently are flexible scheduling arrangements reviewed?