

Sick Leave Policy & Procedure

Introduction:

At Creative Hospitality Services, we prioritize the health and well-being of our employees. Our sick leave policy is designed to provide support during illness or medical issues. This policy outlines how to request and use sick leave, eligibility, and responsibilities. We value open communication and prompt notification.

Your health matters, and we're here to assist you.

Notification of Sick Leave:

In the event that employees are unable to come to work due to sickness or medical issues, they must notify their manager at least FOUR HOURS before their scheduled shift. Your commitment to punctuality and communication is valued for maintaining our service standards.

1. Employees are required to notify their direct managers of sick leave at least 4 hours before their assigned shift, which can be done via phone, text, or email. However, it is recommended to send the notification by email to the employee's direct manager, Culture and Training Manager, and copying the CHS HR department for records (Cc: hr@creativehospitality.org).
2. Employees are required to provide medical documentation (signed sick leave form) from approved facilities mentioning the number of days suggested for leave.

Failure to Provide Medical Documentation:

Failure to provide medical documentation will be considered as absence, which may result in deductions from the employee's pay along with the applicable penalties based on the Table of violations and penalties as per labor law.

