

Good Practices

Sick Leave

Each worker has a right to sick leave. An employer should provide a worker with sick leave and include paid sick leave in the internal regulations. Workers' health is important to the productivity of an enterprise. A clear procedure for sick leave should be adopted to ensure workplace cooperation and efficiency.

Good practices for sick leave

- Give a worker sick leave for up to 6 months when the worker is absent from work because of serious/chronic illness and has a medical certificate from a qualified doctor (Figure 1).
- In addition, provide a worker with seven days of paid sick leave per year for short, minor sicknesses without medical certificate.
- Make sure that employees are not unreasonably restricted from taking sick leave.
- Buy health insurance for workers.
- Provide health services at the workplace, and preventive measures for hazardous substances, safety and health risks, and epidemics such as HIV/AIDS and bird flu (Figure 2).
- In case of an emergency, send a worker who has a serious sickness or injury to the nearest hospital.
- To ensure better health conditions, allow workers rest and convalescent time (Figure 3).
- Respect the needs of pregnant women and workers with disabilities.



Figure 1



Figure 2



Figure 3

Benefits:

- ✓ Sick rest ensures a strong recovery; immediate treatment reduces serious cases, thus minimising medical costs and long absenteeism
- ✓ Care for the welfare of workers will strengthen their loyalty to the enterprise
- ✓ Enhanced worker satisfaction and low worker turnover leads to improved productivity
- ✓ Prevention is always a cost effective way to promote the health of a worker
- ✓ Healthy workers improve workplace performance

How:

- ✓ Develop and adopt a safety and health policy for the enterprise
- ✓ Include paid sick leave in internal regulations and policy
- ✓ Provide payment during sick leave that complies with the labour law
- ✓ Establish an infirmary near the workplace and equip it with adequate medical equipment and supplies, required staffing and hospitalisation capacity
- ✓ Insure the enterprise against work-related accidents and illnesses
- ✓ Prepare for emergencies: provide first aiding training, practice emergency fire drill evacuations
- ✓ Keep a record of accidents and illnesses and notify the relevant authorities in a timely manner

Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost