

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification of Medical Leave Policy

Dear [Employee's Name],

I hope this message finds you well. I am writing to provide clarification regarding our staff medical leave policy, as I understand there may be some questions surrounding it.

According to our policy:

- Employees are entitled to [insert number] days of medical leave per year.
- Medical leave can be taken for personal health issues or to care for a family member.
- A notification must be provided to your supervisor at least [insert time frame] in advance, if possible.
- Documentation from a healthcare provider may be required for absences exceeding [insert number] consecutive days.

If you have any further questions, please feel free to reach out to me directly. It is essential that we all understand our rights and responsibilities regarding this policy.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]