

**Appendix 3:  
Sample Form for Paid Sickness Days Record**

Name of employee: \_\_\_\_\_ Date of commencement of employment: \_\_\_\_\_ Date of termination of employment: \_\_\_\_\_

Date			Days accumulated in each month under the Employment Ordinance	Category 1 <i>(Note)</i> (Maximum accumulation: 36 days)			Category 2 <i>(Note)</i> (Maximum accumulation: 84 days)			Amount of sickness allowance	Received by		
Year	Month	Day		Total accumulation	Sickness days taken		Balance	Total accumulation	Sickness days taken			Balance	
					Date	No. of days			Date				No. of days

*Note:* Paid sickness days are divided into two categories - paid sickness days can first be accumulated up to 36 days in Category 1 and then 84 days in Category 2. The conditions for taking paid sickness day(s) are summarised below:

Category 1: Supported by a medical certificate\* issued by a registered medical practitioner, a registered Chinese medicine practitioner or a registered dentist. Regarding an employee's medical examination in relation to her pregnancy, may also be supported by a certificate of attendance\* issued by a registered medical practitioner, a registered Chinese medicine practitioner, a registered midwife or a registered nurse, apart from a medical certificate. Regarding the absence from work of an employee for compliance with a specific anti-epidemic requirement with a movement restriction, the employee is required to produce proof of the relevant requirement\*\*.

Category 2: Sickness days taken exceeds the number of paid sickness days remaining in Category 1. If required by the employer, a medical certificate\* issued by a registered medical practitioner, registered Chinese medicine practitioner or registered dentist attending the employee as an out-patient or in-patient in a hospital should be produced; upon the employer's request, a brief record of the investigation carried out and the treatment prescribed by the issuer of the medical certificate should also be produced. Regarding an employee's medical examination in relation to her pregnancy, may also produce a certificate of attendance\* issued by a registered medical practitioner, a registered Chinese medicine practitioner, a registered midwife or a registered nurse who conducts the examination for the employee as an out-patient or in-patient in a hospital, apart from a medical certificate. Regarding the absence from work of an employee for compliance with a specific anti-epidemic requirement with a movement restriction, irrespective of whether the paid sickness day taken by the employee is under Category 1 or Category 2, the employee is only required to produce proof of the relevant requirement\*\*.

\* The medical certificate should specify the number of days on which, and the nature of the sickness or injury on account of which, the employee is unfit for work. Regarding an employee's medical examination in relation to her pregnancy, may also be supported by a certificate of attendance issued by a registered medical practitioner, a registered Chinese medicine practitioner, a registered midwife or a registered nurse, apart from a medical certificate. The certificate of attendance should state the employee's attendance for a medical examination in relation to her pregnancy and the relevant date. Certificate of attendance is not applicable to a medical examination in relation to pregnancy conducted before 11 December 2020.

\*\* Applicable to sickness days taken by employees who are absent from work by reason of their compliance with a movement restriction on or after 17 June 2022. The specific anti-epidemic requirements with a movement restriction are those prescribed in Part 1, Schedule 12 of the Employment Ordinance. The proofs of the relevant requirements include hard copy or electronic form of document, or an electronic data issued by the Government. The relevant proof should show the name of the employee, or information that could identify the identity of employee, the type of movement restriction imposed and the commencement and expiry dates of such restriction.