

請病假 範例

2022



請病假前請準備以下資訊

- 告病假原因（如病徵、複診、做手術等）
- 告病假日期（全日、上午或下午等）
- 醫生證明（如有）

情境一：透過 WhatsApp 或 Signal 即日告病假

Good morning, Carson. I started to suffer from diarrhea last night. Please grant me sick leave today. Thanks!

情境二：透過電郵告即日告病假

Hi Andrew

Sorry to inform you that I have had a fever since last night with a headache and coughing. I would therefore request to take sick leave today. For any urgent matter, please notify me through WhatsApp. I will check messages occasionally. Thank you!

Best regards

Jason

情境三：上班期間透過 WhatsApp 或 Signal 告病假

Patrick, I suddenly feel dizzy and unwell. Please allow me to take sick leave this afternoon. Thank you!

情境四：透過電郵告請多天病假

Dear Mandy

I am writing to seek your approval to grant me a two-week sick leave from 5 September 2022 (Monday) to 16 September 2022 (Friday).

Last month, I was diagnosed with gallstones through ultrasonography during my body check. The doctor recommended a surgical operation for gallbladder removal. The surgery will be performed on 3 September 2022 (Saturday).

The doctor also advised me to take a rest for two weeks to facilitate better recovery. Please find the attachments, including the surgery appointment notice and related medical certificate, for your reference.

During my sick leave, I will be available to perform my tasks and attend office meetings remotely after leaving hospital. You may send me the schedule and related materials whenever the team needs my help. For my assigned projects, Jacky and Susan will help to take over those tasks and keep me updated during my leave.

For any urgent matters, please notify me through email or phone call.

I apologise for any inconvenience caused. Thank you for understanding.

Sincerely

Simon

常見病徵

- 咳嗽 coughing
- 打噴嚏 sneezing
- 喉嚨痛 sore throat
- 流鼻水 runny nose
- 鼻塞 stuffy nose / nasal congestion
- 發燒 fever
- 頭痛 headache
- 肚瀉 diarrhoea [英] / diarrhea [美]
- 肌肉疼痛 muscle pain / myalgia

部分常見病

- 傷風／感冒 (common) cold
- 流感 influenza
- 腸胃炎 gastroenteritis
- 氣管炎 bronchitis
- 扁桃腺炎 tonsillitis

部分嚴重病症

- 癌症 cancer
- 白血病 leukemia
- 心臟病 heart disease
- 冠心病 coronary heart disease
- 糖尿病 diabetes
- 膽結石 gallstones

- 腎結石 kidney stones
- 盲腸炎 appendicitis
- 中風 stroke

複診請假要點做？

香港各條勞工法例未有要求僱主給予僱員複診病假，但現時坊間有一定數量企業允許員工於複診日告病假，屬員工福利的一種。複診未必代表員工當日欠缺工作能力，但複診病假期無疑會影響工作日的人力資源及工作流程，一些上司未必希望下屬經常申領複診病假。假如員工知悉往後一段日子需要領取複診病假，行文一定要客氣。

情境五：透過電郵告申請複診病假

Dear Daniel

Thank you so much for granting me sick leave after my traffic accident. I apologise for any inconvenience to you and who took over my tasks last week.

The accident caused injuries to my legs and a knee joint. The doctor required me to attend bi-weekly follow-up medical appointments and receive physical therapy in the following two months, starting next Thursday. I will try to minimise the effect on my work by making appointments near the end of office hours and asking for help from colleagues.

I hope you will accept my application for regular sick leave in the following two months. If you have any concerns regarding the issue, please feel free to discuss the matter.

Best regards

Fabio

複診及治療方式

複診 followup

手術 surgery

化療 chemotherapy

放射治療 radiotherapy

物理治療 physical therapy

職業治療 occupational therapy

針灸 acupuncture

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