


Issuer: GHRD	Issued to: All Employees	Policy Approved by: BOM	Revision No: Version 1	
			Date: 1 <sup>st</sup> September2017	
Medical Leave Policy				

## 1. Objective

As an employer who is concerned about employee wellness, Hemas recognizes that employees need time-off when they are unwell. Even though labour law in Sri Lanka does not mandate the provision of medical leave, all Hemas employees will be granted leave to be utilized for managing physical or mental illness.

The company maintains, however, that medical leave is not an entitlement and is only to be utilized when the employee is unwell.

## 2. Eligibility Criteria

The minimum standard introduced in these guidelines would be applicable for all categories of Hemas Staff from the date of joining.

## 3. Number of Days of Leave

1. 7 days' medical leave can be taken subject to the immediate supervisor's approval for physical or mental illness.
2. 7 days' additional medical leave can be taken with the approval from immediate supervisor and HR strictly for
  - a. Infectious diseases with a long quarantine period (chicken-pox, mumps, measles)
  - b. Hospitalizations longer than the balance of medical leave available to the individual.
  - c. Medically mandated recovery periods for dengue and other serious illnesses.

For such additional leave, medical documentation (medical certificates, hospitalization records etc) would be required.
3. Any leave needed beyond the 14 days can come out of annual/casual leave and then be considered for further paid or unpaid leave depending on the merits of the case.
4. For any SBUs which is already providing higher levels of medical leave as at policy introduction date, the SBU policy will prevail.

#### **4. Administrative Guidelines**

1. If an employee is unable to report for duty due to sickness, the immediate supervisor must be informed within half an hour of usual reporting time.
2. If leave is taken for more than two consecutive days, a medical certificate from a registered medical practitioner should be produced on the third day. Further, if a weekend or a holiday falls between two days of medical leave, even if only two days are utilized, a medical certificate will be required. The company reserves the right to request for a medical certificate even for a shorter period.
3. Leave applications must be submitted via the system immediately upon return to work. The initial approval could be obtained via the phone/email/ text message as may be required.
4. Immediate supervisors are responsible for managing leave applications of their subordinates.

#### **5. Effective Date and Review**

Effective date: 1<sup>st</sup> September 2017

This policy will be subject to annual review and/or amendment. The first such review will be performed in August 2018.