



Sick Leave Policy

Effective Date: 05.01.2026

Revision: 01

Approved By: Management

Applicability: All employees across functions and locations

1. Purpose

The purpose of this policy is to provide paid leave to employees in case of illness, injury, or medical conditions that prevent them from attending work, while ensuring employee well-being and continuity of operations.

2. Scope

This policy applies to all permanent employees of the Company unless otherwise specified in the appointment letter or governed by site-specific statutory requirements.

3. Definition

Sick Leave (SL) is paid leave granted to employees when they are unable to attend work due to sickness, injury, or medical reasons requiring rest or treatment.

4. Eligibility

- All confirmed employees are eligible for Sick Leave.
- Employees on probation may be eligible for Sick Leave on a pro-rata basis, subject to management approval.
- Contract, temporary, and trainee employees shall be governed by the terms mentioned in their respective engagement letters.

5. Entitlement

- Employees are entitled to **7 (Seven) days of Sick Leave per calendar year**.

SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001: 2015 Certified Company

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- Sick Leave is credited annually at the beginning of the calendar year.
- Employees joining during the year shall be eligible for Sick Leave on a **pro-rata basis**.

6. Usage Guidelines

- Sick Leave may be availed for **half-day or full-day**.
- Sick Leave may be taken for personal illness, injury, or medical treatment.
- Sick Leave should be availed only when medically necessary.
- Sick Leave is separate from public holidays and weekly offs.
- Prolonged illness may be adjusted against other leave types or treated as Leave Without Pay (LWP), subject to management approval.

7. How to Apply for Sick Leave

Application Procedure

1. Employees must apply for Sick Leave through the **Company's Leave Management System**.
In the absence of a system, the leave must be applied via **email or written intimation** to the Reporting Manager.
2. In case of sudden illness, employees must:
 - a. Inform the Reporting Manager **at the earliest possible time**, preferably before the start of the shift.
3. For Sick Leave of **three (3) or more consecutive days**, the Company may require submission of a **medical certificate** from a registered medical practitioner.
4. Sick Leave must be regularized immediately upon resuming duty.

8. Approval Authority

- Sick Leave must be approved by the **Reporting Manager**.
- HR reserves the right to verify medical documents where required.

9. Carry Forward & Encashment

- Sick Leave **cannot be carried forward** to the next calendar year.
- Unused Sick Leave shall **lapse at the end of the calendar year**.

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- Sick Leave is **not encashable**.

10. Sick Leave During Notice Period

- Sick Leave during the notice period may be granted subject to submission of valid medical documents.
- Management reserves the right to treat such leave as LWP if misuse is suspected.

11. Unauthorized Absence & Misuse

- Failure to inform or apply for Sick Leave may be treated as **unauthorized absence**.
- Misuse of Sick Leave, submission of false medical certificates, or habitual absenteeism may invite disciplinary action as per the Company's policies.

12. Statutory Compliance

This policy is framed in line with the applicable provisions of the **Factories Act, 1948** and the relevant **State Shops & Establishments Act**, which mandate provision of sick leave or medical leave benefits. The Company ensures that this policy meets or exceeds statutory requirements.

13. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy at any time to ensure compliance with statutory changes or organizational requirements.

Employee–HR Communication on Sick Leave

Employee: How is Sick Leave calculated, and am I entitled to it from the first year?

HR Representative: Sick Leave is provided as part of the Company's leave benefits to support employees during illness or medical conditions. While statutory requirements vary under the Factories Act and State Shops & Establishments Acts, our policy ensures that eligible employees receive Sick Leave in line with or exceeding legal provisions.

Employee: Do I need to submit a medical certificate every time I take Sick Leave?

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HR Representative: Not always. Medical certificates are generally required if Sick Leave exceeds three consecutive days or if there is repeated usage. This helps us ensure fairness and compliance.

Employee: Can Sick Leave be combined with weekends or holidays?

HR Representative: Sick Leave is separate from weekly offs and public holidays. However, if your illness spans across a holiday or weekend, the actual sick days may be counted as Sick Leave based on medical necessity.

Employee: What happens if I exhaust all my Sick Leave?

HR Representative: If Sick Leave is exhausted, further absence may be adjusted against other eligible leave balances or treated as Leave Without Pay, subject to approval.

Employee: Thank you for the explanation. It's reassuring to know the process is clear.

HR Representative: You're welcome. Employee health is important to us. Please reach out to HR if you need any further clarification or support.

Yours Sincerely,
For **Spectron Engineers Pvt. Ltd.**

Authorised Signatory

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