



**SPECTRON**

## **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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