

Sick Leave Policy

Policy Number: HR-LOA-002 **Effective Date:** January 1, 2019 **Last Updated:** September 1, 2023 **Owner:** People Operations **Applies To:** All employees globally

Purpose

NovaTech Solutions provides paid sick leave to allow employees to recover from illness, attend medical appointments, or care for sick family members without financial hardship.

Sick Leave Entitlements

United States

Category	Annual Entitlement
Personal illness/injury	10 days
Family care (sick dependent)	5 days
Mental health days	Included in personal illness

Total: 15 days paid sick leave per calendar year

United Kingdom

Statutory Sick Pay (SSP) applies after 3 consecutive days of illness. NovaTech provides enhanced sick pay: - Full pay for first 10 days - 50% pay for days 11-30 - SSP rates thereafter

India

As per the Employees' State Insurance Act and local regulations: - 12 days casual leave (includes sick leave) - ESI benefits for extended illness

Using Sick Leave

Notification Requirements

- Notify your manager as early as possible on the first day of absence

- For planned medical appointments, provide at least 48 hours notice
- Daily updates are appreciated for multi-day absences but not required
- Notification can be via Slack, email, or text message

Documentation

- 1-3 consecutive days: No documentation required
- 4-7 consecutive days: Self-certification form (available in Workday)
- 8+ consecutive days: Medical certification required

Recording Sick Leave

Log sick leave in Workday within 3 days of returning to work. Select the appropriate category: - Personal illness - Medical appointment - Family care - Mental health

Sick Leave for Family Care

Employees may use up to 5 days of sick leave per year to care for: - Spouse or domestic partner - Children (including stepchildren and foster children) - Parents (including in-laws) - Other dependents residing in the same household

Extended family care may qualify for FMLA leave. See FMLA Policy (HR-LOA-005) for details.

Extended Illness

For absences exceeding 10 consecutive business days: 1. Contact HR to discuss leave options 2. Short-term disability may apply (see Benefits Guide HR-BEN-001) 3. FMLA protections may apply 4. Return-to-work plan will be developed with HR and your manager

Sick Leave and Performance

Legitimate use of sick leave will not negatively impact performance reviews. However, patterns of absence (e.g., frequent Monday/Friday absences) may be reviewed by HR.

Sick Leave During Other Leave

- Illness during annual leave: Contact HR to convert to sick leave (documentation required)

- Sick leave does not accrue during unpaid leave
- Sick leave cannot be used during notice period without documentation

Carryover and Payout

- Sick leave does not carry over to the following year
- Unused sick leave is not paid out upon termination
- Sick leave cannot be converted to annual leave

Workplace Illness Prevention

- Stay home when contagious
- Follow CDC/WHO guidelines for returning to work after illness
- Remote work may be appropriate during recovery when possible
- See Office Health Guidelines (HR-WRK-025) for more information

Mental Health

Mental health days are treated the same as physical illness. No additional documentation is required. For ongoing mental health support, see: - Employee Assistance Program (HR-BEN-015) - Mental Health Resources Guide (HR-BEN-016)

Abuse of Sick Leave

Abuse of sick leave policy may result in disciplinary action. Examples include:
- Patterns of absence around weekends or holidays
- Using sick leave for non-medical purposes
- Falsifying documentation

Contact

For questions about this policy, contact People Operations at leave@novatech.com or via #ask-hr on Slack.

Related Documents: Annual Leave Policy (HR-LOA-001), FMLA Policy (HR-LOA-005), Short-Term Disability (HR-BEN-005), Employee Assistance Program (HR-BEN-015)