

India Supplement

# Sick Leave

All policies/supplements are subject to local laws where Accenture operates.  
These policies/supplements are subject to change without prior notification

<b>Applies to:</b>	All Employees
	All Career Tracks
<b>Supplement Number:</b>	1082_C19
<b>Associated Global Policy:</b>	Policy 1082 - Sick Leave
<b>Supplement Sponsor:</b>	Human Resources

## NATURE OF REVISIONS

## PURPOSE OF THE SUPPLEMENT

The purpose of this supplement is to provide details regarding paid and/or unpaid sick leave that applies to employees in India when they cannot work due to an injury or illness.

## SUPPLEMENT

The Company will grant paid time off on medical grounds up to 7 working days annually (per financial year from September 1 - August 31).

Sick leave availed should be charged against "Illness" in [MyTE](#)

The employee availing sick leave should call up and inform his/her supervisor minimum 6 hours before the start of the next working day. However in case of unforeseen circumstances (accidents etc.) the employee may inform the supervisor within 24 hours.

As normal course, leave in excess of 7 working days will be adjusted against the employee's vacation account on August 31, annually. In case of long-term sickness or injury exceeding 10 working days, salary payments may be subject to review and approval by the respective Deployed-To- Entity Lead or a designee who is an Accenture Leader and the entity HR lead who is an Accenture Leader or employee in a role at career level 5-7 or his/her designate thereof .

For an illness lasting over 2 working days, a medical certificate from the individual's doctor must be submitted with the time report for the relevant period. If a medical certificate is required, the designated approver (generally career counselor, project lead, unit lead or supervisor) will review the

leave only after the medical certificate is provided

**Exception Approval**

All exceptions will be based on specific nature of circumstances at hand and are required to have the approval of the respective DTE Lead/ Function Lead who is an Accenture Leader or his/her designate thereof and the Entity HR Lead who is an Accenture Leader or employee in a role at career level 5-7 or his/her designate thereof.

**SUPPORTING DOCUMENTATION****Link to other policies:**

[Vacations Policy 0066\\_C19](#)

[Holidays Policy 0033\\_C19](#)

[Other Approved Absences 0595](#)

**CONTACT INFORMATION**