

Sick Leave Reporting Process

Policy & structured guidance on sickness absence.

Purpose & Scope

This section describes why clear sick leave reporting is vital for operational stability at NovantaTech. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized.

Reporting Deadlines

Employees must notify their manager before 08:30 local time on the first day of sickness using NovaChat or a phone call. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized.

Note: Emails alone are not considered valid first-day notification.

Medical Certificates

Any absence extending beyond two days requires a medical certificate uploaded to NovaPortal within 48 hours. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all

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While on Leave

Employees on sick leave are not expected to monitor work messages, but critical duties should be handed over. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not

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Common Exceptions

Examples where policy application varies:

- Minor flu symptoms but working remotely.
- Short hospital visits for routine check-ups.

Contacts

Role	Contact
HR Absence Admin	hr-absence@novantatech.internal
IT Support	it-help@novantatech.internal