

Policy No: **CAC-006**

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Subject: **Sick Leave**

POLICY:

Sick Leave is a designated amount of leave granted to all fulltime employees who through personal illness or injury are unable to perform the duties of his/her position.

It is the policy of the CENTRIN-AFATEC to grant employees 5 days sick leave per annum in the event of them suffering from an illness.

GUIDELINES:

1. Employees are required to notify their Manager/ or Operations Manager when they are absent due to illness or injury and to indicate how long they expect to be absent. It is expected that this contact will take place prior to, or at 9.00am of that business day.
2. It is also an employee's responsibility to contact the Administrative Assistant/respective superior at the start of the business day to inform them that you are taking sick leave. This enables them to be aware of your location and manage any calls etc. that come in for you professionally, so as not to disturb you when you are trying to recover.
3. If you are absent from work on sick leave a medical certificate needs to be presented.
4. For sick leave taken prior to or after a Public Holiday a medical certificate is also needs to be presented.
5. Sick leave taken if it exceeds the total of 5 days in a year, it will deduct the annual leave earned.
6. If you are absent from work on sick leave and can't presented medical certificate when it is required then OIL balance will be deducted.
7. Medical certificated must be present maximum 1 day after sick leave taken.
8. Operations Manager or Project Manager need to update the schedule accordingly and monthly Leave Balance Report need to be sent out to all employees.