

# Sickness procedure for Bulgaria

[Last updated: May 2023]

## 1. Purpose

This document aims give guidelines to all employees regarding the process of submitting information about sick leaves.

## 2. Involved company members

All company members are entitled to sick leaves request.

## 3. Sick leaves procedure in translate plus Bulgaria

- 3.1. Every employee must notify their line manager and the HR team of the reason for any absence by e-mail at least 1 hour before your working hours begin. The employee should also call their line manager as soon as they are in the office in order to discuss handover.
- 3.2. The employee has to prepare a handover and send it to their line manager over e-mail. If e-mail communication is not possible, the employee should provide this information to their line manager over the phone.
- 3.3. The out of office message needs to be set either by the employee or by the Team Manager, in case the employee has shared their mailbox.

- 3.4. Every employee needs to provide a copy or photo of a sick note on the first day of the sickness period. If this is not possible, the employee must provide a valid reason.
- 3.5. All communication about sick leaves should happen only via the official company communication channel – via e-mail.
- 3.6. Once the employee is back at the office they have to confirm their absence via my plus and upload the scanned sick leave in myplus, where only the HR team will be able to see it. Once this is done they have to leave the hard copy of the sick leave with the HR team. The document will be stored in the employee's personal file.
- 3.7. When taking a photo of the sick leave or scanning it all numbers, signatures, stamps etc. should be visible.
- 3.8. As per Bulgarian labour legislation the employer will cover 70% of the employee's daily wage for the first three days of sickness. 80% of each day after the third one will be covered by the National Social Security Institute in Bulgaria.