

Date : November 17, 2021
TO : ALL EMPLOYEES
From : HUMAN RESOURCES DEPARTMENT
Subject : RE: SICK LEAVE POLICY

Sick Leave is to be used by employees who are ill, or any other form of absences supported by a valid document.

1. Employees are required to notify the HR hotline number **(0917-709-7074)** and/or send an email to **hr@iploy.com** at least two (2) hours before the employee's shift (following call-in procedure) and/or within 24 hours from the first day of absence.

2. Employee may use sick leave for absence due to the following reason:

- Employee's illness or injury.
- Bereavement leave/s
- Emergency leave/s
- Power Outage/Internet Outage **(for temporary Work from Home set-up)**

3. Employee must file the incurred sick leave in HRweb within 48 hours. Failure to file the sick leave on the given hours will be forfeited.

Note: No more Manual filing of Sick Leave except if the employee was hospitalized and/or quarantine due to COVID-19.

4. Below are the documents needed to provide to use the paid sick leave;

- **Employee's illness or injury**
 - At the discretion of the employer, the employee should furnish a certificate from a physician stating that the employee was incapacitated from work for the period of absence because of sickness or injury and that the employee is again physically able to perform his or her duties. (Medical Certificate with Fit to Work)
 - Blacklisted Doctors and clinics' will not be honored. (Please refer to the Blacklisted Clinic/Physician Memo)
- **Bereavement leave (Please refer to the Bereavement Leave Policy)**
- **Emergency leave**
 - Validate his/her absence through supporting documents as to why she/he was having emergency leave on the said date.
- **Power Outage**
 - Certification from their electric/power supply provider (e.g., VECO, CEBECO, MECO)
- **Internet Outage**
 - Ticket number from the internet service provider and/or screenshot/link of official outage announcement from the internet/telco provider
 - Picture of the modem (showing red, no light in "internet")

5. Any unauthorized sick leave will subject the employee to disciplinary action. SL is unauthorized under the following circumstances:

- The employee failed to inform the immediate superior or HRD about his/her absence due to illness unless fully justified.

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- If sickness claimed is fictitious or non-existent.

6. The employee or his/her representative must inform his/her immediate superior or HR if an extension of SL will be needed to recover from the sickness. A medical certificate must be submitted before the expiration of the SL. Absence of notice and certification will be considered unauthorized unless the company physician, after due examination of the employee, certifies that extension of leave is warranted.

This Memorandum shall take effect on November 22, 2021.


Please be guided accordingly.

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