

Hr Uganda SICK LEAVE PROCEDURE

Process Owner: Human Resource Manager (HRM).

Involved: Head of Department (HOD), concerned process owners.

Purpose: To ensure that employees who are employed by the company are paid time off voluntarily as a benefit while sick.

Scope: From the point the Medical Doctor certifies an employee's illness and recommends sick leave to a specified number of days.

Procedure:

1. To be eligible for sick leave, the employee will contact the Head of department within 48 hours and shall furnish a medical certificate from a company approved medical doctor certifying such illness and recommending sick leave for a specified number of days.
2. The Head of the department shall approve or reject the sick leave request basing on the company medical doctor's advice and shall forward the Medical Certificate along with her/his approval/disapproval to the Human Resource Manager who shall place it on the employees personnel file.
3. An employee shall be granted one month of paid sick leave. Should she/he still be unwell after the leave, the employee can apply for up to one month of additional sick leave without pay.
4. Upon the expiry of the second month, the company reserves the right to terminate the employee on grounds of medical incapacity. This shall be subsequent to obtaining a certification of the employee's incapacity to carry out her/his duties from a medical practitioner that is nominated by the company.
5. An employee who fails to contact the Head of the department within a period of five days may be considered as having absconded from duty and shall be dealt with in accordance with the disciplinary procedure.
6. This policy is followed unless an exception has been made for a particular absence, and a written memo to this effect has been sent to the Human Resource Manager.
7. In the event that an employee obtains an independent medical certificate of such illness, the company shall take it into consideration but may require the employee to be further examined by medical doctor nominated by the company at the company's cost before a decision regarding the illness is reached.