

HR LATAM

- Juan Pablo Rojas is the point of contact for all HR related matters.

Procedure Sick Leave

In case of partial/full incapacity for work (illness) of an employee, we expect the following from both employee and manager:

- The employee reports sick to the direct manager and the administration before the start of the working day, but not later than 09:00 o'clock.
- The manager keeps in contact with the employee during the sick leave, showing interest in the well-being of the employee and to ask the employee when she/he will start working again.
- The employee reports to the manager as well as to the administration that she/he is (partial) recovered and will start working again.
- If it is expected that the absenteeism will take longer than one week the manager will contact HR to discuss next steps.