



Ireland: Sick Leave Policy

This policy sets out our procedures for sick leave including reporting sick leave, Company sick pay and providing support for returning to work.

Sick leave reporting & Medical Certs

If you cannot attend work due to illness, please contact your People Leader as soon as possible. You should outline the nature of your absence, expected length of absence, how your People Leader may contact you during your absence and any work that requires attention.

For absence greater than two working days you must provide a certificate from your doctor (a "Statement of Fitness for Work") stating that you are not fit for work and the reason(s) why. This should be forwarded to your People Leader as soon as possible and attached to the Sick Leave in Workday. If your absence continues, further medical certificates may be required to cover the whole period of absence.

For absence you are aware of in advance i.e. scheduled operation you should notify your People Leader and provide a certificate from your doctor (a "Statement of Fitness for Work") outlining the period of the absence.

If you become unwell or are injured while at work you should contact your People Leader and the Safety team so that arrangements can be made for medical assistance.

People Leaders should ensure that:

1. Arrangements are made, where necessary, to cover work and to inform colleagues and clients (while maintaining confidentiality as to the nature of the illness).
2. Any sickness absence that is notified to them is recorded in Workday immediately.
3. Doctors' certificates are uploaded to Workday when the sickness absence is recorded in Workday.

If your doctor provides a certificate stating that you "may be fit for work" you should inform your People Leader immediately. We will discuss with you any measures that may be needed to facilitate your return to work, taking account of your doctor or occupational health doctor's advice. This may take place at a return to work interview or by telephone in advance of your return. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.

Where we are concerned about the reason for the absence, or the level of frequent short-term absence, we may require a medical certificate for each absence regardless of duration. In such

circumstances, we will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

Medical Appointments

Please notify your People Leader of any appointments you need to attend, these do not need to be recorded in Workday.

Disabilities If you believe that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform your People Leader of any workplace adjustments which may be needed.

Company sick pay

Company sick pay of full basic salary (inclusive of any state benefit payments) will be payable from day one of employment, for a maximum aggregate period of 13 weeks in any rolling period of twelve months. Subsequently, payment will reduce to 75% of basic salary (inclusive of any state benefit payments) for a further 13 weeks.

In order to receive company sick pay, you must comply with both the sickness absence reporting procedure, any requests made under this policy and your contract of employment. If you do not, we reserve the right to withhold payment of Company sick pay.

Company sick pay is integrated with Illness Benefit from the Department of Social Protection (please see details below). Illness benefit is remitted to the company for the first 26 weeks of sick leave after which the benefit is payable directly to the employee.

If you are on unpaid leave of sickness absence, or move onto income protection, your stock will continue vesting for the first 30 days, and will be suspended thereafter until you return to work, at which point vesting will resume. Any company paid bonus will be prorated for the period on unpaid sick leave or income protection, you should review the rules of these schemes.

Early Assistance Programme

In the event that you are absent from work for 3 weeks or more due to illness or injury, you can avail of access to the Early Intervention Assistance programme. This programme is set up by our insurance provider, Zurich Life, in order to give you additional assistance during this period of absence. It provides assistance of a clinical nurse to review if any additional support can be provided to aid your recovery, with the cost of this service covered by our insurer. To avail of this, please open a People Guide request and we will put you in contact with Zurich.

Income Protection Benefit

In the event that you are absent from work for 26 continuous weeks or longer due to illness or injury, Company sick pay will no longer apply. You will be eligible to apply for our Income Protection benefit, which if approved, will pay you an income equal to two thirds of your base pay less a deduction equal to the State Disability Benefit.

During your absence, you will also continue to be covered under our Life Assurance benefit and receive pension contributions if you are a pension member during this time. Benefits under the Income Protection benefit would be payable until you recover, return to work, cease employment, die or reach age 70. Please visit Workspace for further details, Income Protection benefit is payable at the discretion of the insurance company as set out in the insurance policy. Guidance support is available from the People & Purpose team in the event of a claim.

Medical Examinations

Employees may be requested to attend a company appointed doctor (e.g. Occupational Health Doctor), as the company deems appropriate. The purpose of such an examination is to facilitate us in better understanding the nature and duration of your illness/injury, determine fitness for work and any accommodations needed in order to best support you. Payment of company sick pay is conditional on cooperation with these requests.

Illness Benefit – Department of Social Protection

You must apply for Illness Benefit within 6 weeks of becoming ill. Your doctor will provide a social welfare medical certificate known as IB1. If you are on company paid sick leave, the illness benefit should be paid to Workday. Please access this [link](#) for Workday's bank details.

No payment is made for the first 3 days of illness which are known as waiting days. Whether you qualify for payment or not, you should always submit a claim for Illness Benefit when you are certified unfit for work. You may be entitled to PRSI credited contributions for each week you are ill and these could help you qualify for future social welfare payments.

You will need to get an intermediate Social Welfare medical certificate known as MED1 from your doctor each week for as long as you are ill. You should also get a final Social Welfare medical certificate before you return to work.

Sick leave during public holidays

If you are on sick leave during a public holiday, you are entitled to benefit for the public holiday you missed. However, you are not entitled to the public holiday if you are absent from work immediately before the public holiday and you have been off work for more than 26 weeks due to an ordinary illness or accident, or for more than 52 weeks due to an occupational accident.

Sick leave and annual leave

If you are ill during your annual leave and have a medical certificate for the days you were ill, these sick days will not be counted as annual leave days. Instead, you can use these days as annual leave at a later date.

You accumulate statutory annual leave entitlement during a period of certified sick leave. Employees on long-term sick leave can retain annual leave they could not take due to illness for up to 15 months after the end of the year in which it is accrued. If you leave Workday within 15 months of the end of the year in which this annual leave was accrued, you are entitled to payment in lieu of this leave which was untaken due to illness.

Return-to-work interviews

If you have been absent for more than 4 weeks your People Leader will touch base with you. The purpose of this is to confirm the details of your absence and to give you the opportunity to raise any concerns or questions you may have. Where your doctor has provided a certificate stating that you "may be fit for work" we will usually hold a return-to-work interview to discuss any additional measures that you may need to facilitate your return.

We are committed to helping employees return to work from long-term sickness absence. We will, where appropriate and possible, support returns to work by:

1. Obtaining medical advice
2. Making reasonable adjustments to the workplace, working practices and working hours
3. Considering redeployment
4. Agreeing a return to work programme with everyone affected

If you are unable to return to work in the longer term, we will consider whether you are entitled to any benefits under your contract or any insurance schemes we operate.

Unauthorised absence

Should you fail to notify us of your absence as outlined above, it will be treated as unauthorised and unpaid. Cases of unauthorised absence may be dealt with under our Disciplinary Procedure.

If you do not report for work and have not contacted your manager or local contact, we will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

Policy

This policy does not form part of any employee's contract of employment and Workday reserves the right to vary or amend this policy as may be necessary from time to time. We may vary the procedures set out in this policy, including any time limits, as appropriate.