



Czechia – sick leave (Top-up of Statutory)

Since 1 May 2022, all employees are entitled to up to 40 days sick leave per sickness paid at 100% of your basic salary. This payment is a top-up of the statutory social security payment you'll receive. Your doctor **must submit** your sick note to the relevant authorities to be eligible to this leave.

Additionally, you are entitled to 5 days paid **per calendar year** without a doctor note. You should inform **your People Leader** as soon as possible via any means possible i.e.: phone call, email, text message. You or your manager should record the leave as soon as possible into Workday

How do I book this in Workday?

- 1) Your doctor has signed you off for up to 30 days:
 - Go in Workday > Request Absence > Time-off type > **CZR Sick (Top-up Statutory)**
- 2) Your doctor has signed you off for more than 30 days:
 - Go in Workday > Request Absence > Leave of Absence > **CZR Sick (Statutory top-up)**
 - After 40 working days, you will be automatically placed on **CZR Leave of Absence (Unpaid)**
 - Upon your return, your manager must go in Workday and "**return you from leave**"
- 3) You need time-off (**up to 5 days per calendar year**) but do not require to see a doctor
 - Go in Workday > Request Absence > Time-off type > **CZR Sick (Paid)**

How to request Time Off/Leave of Absence

1. Login to Workday, go to *Apps* in your profile and find *Request Absence*.
2. Select the dates, *Time Off* or *Leave of Absence* and select the *Type* you need from the list and then fill in the details.
3. When you click *Submit*, a Workday notification will be sent to your manager for approval.

How to view your Time Off Balance

1. Login to Workday and go to *Manage Absence* app in your profile.
2. Review your Balance on the right-hand side.