

Personal Sick Day Policy

I don't need to prove my self-worth, value as a business professional or how critical I am to the business by how I behave when I am sick. The business and team is built to continue in any individual's absence, including me.

I don't need to impress my colleagues by working while sick. By potentially infecting them, it's not the kind thing to do. I am of no help to them if I am sick or burnt out.

My business will exist even when I am not there. My health will always be with me. Self-care is self-preservation, a pre-requisite for a successful career and full life.

Falling ill or injured is an opportune time to take excellent care of myself. I lead by example for others.

1

If I am experiencing the following symptoms, I will not infect my colleagues in the office:

e.g. sneezing, coughing, with congestion, sore throat, cough

2

If I am experiencing the following symptoms, I will rest and take naps at home instead of working:

e.g. fever, chills, stomachache, headache

3

If I am experiencing the following injuries, surgery recovery, or physical pain that affects my ability to walk or sit at a desk properly, I will not go to the office:

e.g. limp, crutches, surgery recovery

4

If instructions from a doctor will interrupt my ability to work, I will work from home or not work at all.

e.g. bedrest, no screens

Personal Time Off Policy

I don't need to prove my self-worth, value as a business professional or how critical I am to the business by how I do or do not take time off. The business and team is built to continue in any individual's absence, including me.

I don't need to impress my colleagues by not taking time off. My effectiveness is limited by not taking breaks and I run the risk of burnout. Both have a negative impact on my colleagues.

My business will exist even when I am not there. My health and relationships will always be with me. Investing in my health and relationships beyond my career makes life fulfilling in a way that professional accolades cannot. I don't work and live for the resume, because I know we are left with the eulogy.

Taking time off gives others an opportunity to cover me, learn, and get exposure, which helps them and me.

1

Time off total number of days and spread across the year:

e.g. target number of days per month / per quarter

2

My emergency protocol to be shared with colleagues to reach me if an emergency comes up during my time off (outside time zone, weekend, days off):

e.g. text to personal phone, text to work phone, phone call

3

My protocol for checking my work phone and work laptop during time off is as follows for hours outside my time zone, weekends, days off:

e.g. laptop is available for emergencies only, work phone is only monitored for VIP notifications that I have set to show on lock screen per my emergency protocol

4

The reasons for my scheduling time off include the following:

e.g. travel with others, travel on my own, errands, self-care, mental health day