

COSTA RICA PAID SICK TIME FAQs



Q: What is my sick time entitlement?

A: In addition to statutory paid sick leave, Fisher provides up to 4 full days of paid sick leave per rolling 12-month period, resetting on your anniversary. Once these 4 days are exhausted, Fisher will pay according to statutory requirements, which means you will be required to provide a doctor's note from a CCSS accredited doctor to receive statutory pay.

The time off code in MyPay for statutory sick time is **CR Sick – CCSS/INS** and the time off code for employer- paid sick is **CR Sick – FICR**. It is important that you select the correct time off type based on your situation and eligibility.

Example 1: I am out sick for 5 days. What will my sick pay look like?

If you haven't used up any of your 4 full days of sick leave and you elect code CR Sick - FICR, you will be paid 100% for the first 4 days and the 5th day would be paid at 50% under code CR Sick – CCSS/INS assuming you provide a qualified doctor's note.

Example 2: I am out sick for 4 days but have already used 2 of my CR Sick – FICR days earlier in the year. What will my sick pay look like?

If you elect CR Sick – FICR in MyPay, you will be paid 100% for the first 2 days of sick leave. For the third day and fourth day of sickness, you will be paid at 50% under code CR Sick – CCSS/INS assuming you provide a qualified doctor's note. If you do not provide a doctor's note, the third and fourth days will be unpaid, unexcused and subject to our attendance policy. You are welcome to use Annual Leave/PTO to cover the absence instead.

Example 3: I am out sick for 2 days but have used up my 4 full paid sick days earlier in the year.

You will be paid at 50% for those 2 days under code CR Sick – CCSS/INS assuming you provide a qualified doctor's note. If you do not provide a doctor's note, the time off will be unpaid.

Example 4: I am out sick but don't want to use my CR Sick – FICR days. How should I enter my time off?

You will only be eligible to submit the time off code CR Sick – CCSS/INS if you provide a qualified doctor's note. If you do not have or provide a qualified doctor's note, your time off will be unpaid, unexcused and subject to our attendance policy. You are welcome to use Annual Leave/PTO to cover the absence instead.

Q: When does this go into effect?

A: The introduction of 4 days company-paid sick time went into effect 1 September 2023 for existing employees and was pro-rated by their hire date. On their anniversary, they will receive the full 4 days of paid sick time for the next 12 months. New hires will have 4 sick days starting from their hire date. The change to offer two separate codes – one for company paid time (CR Sick – FICR) and one for statutory paid time (CR Sick – CCSS/INS) went into effect on 15 March 2024.

Example 1: My anniversary is mid-September 2023.

You will receive 1 out of 32 hours and then on your anniversary this will reset to a full 32 hours for the next 12 months.

Example 2: My anniversary isn't until August 2024.

You will receive nearly a full accrual (30 out of 32 hours) until your anniversary. On this date, you will then receive 4 paid sick days for the next 12 months.

Q: What happens if I select the incorrect time off code?

A: You can only reclassify your time off type up until the time payroll is processed. It is important that you both enter the time off code correctly and/or that you communicate your preferences with your manager.

Q: Is there a waiting period before I can use my paid sick time?

A: No.

Q: How do I receive my paid sick time?

A: Your paid sick leave balance will be reflected in your paystub and also available for view in MyPay.

Q: When will these 4 days of paid sick time renew?

A: These will renew each year on your anniversary.

Q: What happens to any unused paid sick time?

A: Unused paid sick time is not carried over from year to year and is forfeited if not used (termination/resignation included).

Q: Can I use these days for a sick family member or is this only for my own personal health?

A: These days are meant for your personal health, similar to the statutory sick pay entitlement.

Q: How do I report sickness absence?

A: If you are not well enough to attend work due to sickness or injury, please contact your manager immediately. If you know in advance that you will need to be absent, please request this time off directly from your manager in advance. Please see the Employee Handbook for the detailed policy.

Q: Do I need to provide a medical certificate when I am out sick?

A: From a payment perspective, time off submitted under CR Sick – FICR does not require a doctor's note. Time off submitted under CR Sick – CCSS/INS does require a doctor's note from a CCSS/INS accredited doctor. If a doctor's note is not provided, the time off will be unpaid, unexcused and subject to our attendance policy. Please see the Employee Handbook for the detailed policy.

If you are absent because of an illness for three or more successive days and you have exhausted your CR Sick – FICR time off, you must submit a medical certificate obtained from a doctor accredited by the CCSS/INS. If your illness prevents you from returning on the expected date indicated on the medical certificate, you will need to renew the medical certificate to cover the additional period of absence. Please see the Employee Handbook for the detailed policy.