



OFFICE OF THE PREMIER

HUMAN RESOURCES MANAGEMENT

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**To: All Staff members
Office of the Premier**

APPLICATION AND GRANTING OF LEAVE

Emanating from the recent Audit findings it has been noted that leave is not effectively managed within the Office of the Premier. Officials should note that the management of leave is both the responsibility of the employee and supervisor/manager.

In the absence of a Departmental Leave Policy, the following measures must be applied in relation to the granting of and proceeding on leave:

A. Application for annual leave

- (i) Except in cases of emergency/unforeseen circumstances, leave must be applied at least 5 working days in advance in cases of short leave for example one or two days and 14 days prior to the commencement of leave in the case of long or annual leave.

Applications should be made on the prescribed leave form Z1 (attached as Annexure A).

- (ii) An employee must direct his/her leave form/s through his/her immediate supervisor to the Head of Division/Directorate. **A copy of his/her leave credits must accompany the leave application form.** The immediate supervisor will recommend / not recommend the leave application, where after he/she will forward the signed leave form to the Head of the Division/Directorate. After the leave has been approved / not approved by the Head of the Division/Directorate, he/she **must inform the applicant** accordingly. The Head of the Division/Directorate must ensure that the approved leave application form is forwarded to the Human Resource Administration Directorate **within 2 days** for capturing of the PERSAL system.

- (iii) Under no circumstances may an official proceed on leave unless the leave form has been approved by the Head of the Division/Directorate. Should an employee proceed on leave without the leave form being duly authorised by the Head of the Division/Directorate, the employee concerned will be deemed to be absent from work without permission and will face the consequences of such behaviour.
- (iv) If confronted with emergency/unforeseen circumstances which necessitate the utilization of annual leave, the employee must personally notify his/her supervisor/manager immediately requesting leave.
- (v) Application in cases of emergency/unforeseen circumstances will be dealt with on merit and it is important that the employee furnish reasons for and proof of the emergency/unforeseen circumstances to assist in making the decision to leave sought.


B. Application for Sick leave

- (i) An employee who is sick must **personally notify his/her supervisor/manager of his/her illness before 10h00 on the first day of illness**. If an employee is sick for 3 days or more he/she must submit a medical certificate from a medical practitioner. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the illness/injury prevents the employee to inform the supervisor/manager personally.
- (ii) In instances where a pattern in the use of sick leave has been established, a medical certificate may be required for absences of less than three working days.
- (iii) In cases of emergency/unforeseen circumstances an employee must submit an application for sick leave through a relative, fellow employee within 5 working days after the first day of absence. If the employee fails to submit the application on time or compelling reasons why an application cannot be submitted, the supervisor/manager must immediately-
 - (a) notify the employee that if such application is not received within 2 working days, the leave period will be regarded as unpaid leave; and
 - (b) inform the Human Resource Administration Directorate, should the employee default on the notification referred to in par (iii)(a), above, and the relevant authority shall approve such absence as unpaid leave. The employee's supervisor/manager must within two working days from receipt of the leave application form, recommend/not recommend and/or approve/disapprove the leave application and submit to the relevant Human Resource division in the department.

Failure by the employee to submit his/her application form within the stated periods, or failure by the supervisor/manager to properly manage leave and comply with the 2 day submission period to HRA Directorate will be viewed in a serious light and disciplinary steps against the employee and/or supervisor/manager will be taken.

Should you have any further enquiries, please do not hesitate to contact the HRA Directorate.

Kind regards

pp 
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