



**APPLICATION FOR
FAMILY RESPONSIBILITY
LEAVE-HEAD OFFICE**





- **Reasons why the checklist is required.**

When applying for Family responsibility leave, it is important that all information is completed in full before submitting it to the relevant Managers or Head office to ensure that accurate records are kept for all employees.

- **Important information regarding Family Responsibility leave**

1. An employee is entitled to three days paid family responsibility leave in an annual leave cycle if the employee has worked for more than four consecutive months or works four or more days a week.
2. Family responsibility leave can be used on the occurrence of the below events:
The illness of a child/close blood relative of the employee (spouse, life partner, parent, grandparent, grandchild, or sibling)
The death of a child/close blood relative of the employee (spouse, life partner, parent, grandparent, grandchild, or sibling)

- **Documents required when applying for sick leave.**

An application for family responsibility leave will need to be accompanied by the appropriate documentation to confirm the situation.

- **Submission of Family responsibility leave forms.**

Please submit all approved family responsibility leave forms to the below head office representative:

Pamela Hove <Phove@ccholdings.co.za>