



**APPLICATION FOR
SICK LEAVE**





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

When applying for Sick 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.

- **How sick leave days are calculated.**

1. Employees who normally work five days a week, will be entitled to thirty days paid sick leave over a thirty-six-month period.
2. Employees who normally work six days a week, will be entitled to thirty-six days paid sick leave over a thirty-six month period
3. Newly appointed employees are entitled to one day of paid sick leave for every twenty-six days worked during the first six months of employment.

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

If an employee is absent for more than one day or for a second occasion within eight weeks, upon the employee's return they will be required to provide a valid medical certificate issued by a registered medical practitioner.

The employee shall produce a valid medical certificate within two days after returning to work, or otherwise the employee shall forfeit their right to paid sick leave.

- **Submission of Annual leave forms**

Please submit all approved Sick leave forms to the branch secretary for record keeping