



LEAVE POLICY	
Branch:	
Manager:	
Date:	

Qty/Step No	Description of check done	Response on Check	Action
Employee can only apply for leave if they have leave days available or in case of emergency when arranged with Danny			
1	Communicate with Danny said leave days		
	Danny approved		
	Danny not approved		
2	Leave form completed in full		
3	Send leave form to Head Office (Angie/Adele)		
4	Types of leave and notice period		
	Annual leave		
	Submit leave form 2 weeks before to HO		
	Annual leave approved		
	Annual leave not approved		
	Sick Leave		
	submit leave form to HO day of returning to work		
	submit sick note to HO day of returning to work		
	Maternity leave		
	submit leave form to HO 12 weeks before due date		
	submit doctor's note indicating possible due date		
	Family Responsibility leave		
	submit leave form to HO day of returning to work		
	submit doctor's note or death certificate to HO day of returning to work		
	Adoption leave		
	submit leave form to HO 8 weeks before court grant adoption order or expected placing of child		
	Commissioning Parental leave		
	submit leave form to HO 8 weeks before due date of surrogate		
	submit doctor's note indicating possible due date		
	Parental leave		
	submit leave form to HO 1 month before due date		

Additional Info done below	
No Of Mechanics	
Head Office Representative	
RMI Star Grading:	

Feedback on Checklist-Office use Only