CAR SERVICE CITY

APPLICATION FOR LEAVE

- ## Reasons why the checklist is required.

  When applying for 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.

- ## Annual leave requirements

  - **Employees who have completed less than eight consecutive leave cycles, shall be entitled to three consecutive weeks of paid Annual leave.**
  - **Employees who have completed more than eight or more consecutive leave cycles, shall be entitled to four consecutive weeks of paid annual leave.**
  - **Employees not holding a senior position within the company must apply for leave at least two weeks before the date on which the requested leave will start.**
  - **Employees holding a senior position within the company must apply for leave at least three weeks before the date on which the requested leave will start.**

INTELLECTUAL PROPERTY OF
OAR SERVICE CITY
ALL RIGHTS RESERVED

- ## Sick leave requirements

  - **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.**

CONFIDENTIAL | Dovelight Trading 17 (Pty) Ltd
Reg No: 2009/006786/07 | VAT No: 44380255606

- ## Maternity leave requirements
  - **Written notice and a medical certificate needs to be sent to Head office at least twelve weeks before the date the employee intends to start maternity leave. This notice needs to include the date maternity leave will start & the date the employee intends to return to work.**
  - **The employee is entitled to start maternity leave four weeks before the expected date of birth but may work up until two weeks, provided the medical practitioner approves.**
  - **The employee is entitled to return to work six weeks after the actual birth date but may return to work on an earlier date, not within four weeks of the actual birth, provided the medical practitioner approves.**
  - **Maternity leave is considered unpaid leave and therefore the employer is not liable to pay the employee any remuneration during this period.**
  - **An employee may claim from the Unemployment Insurance Fund during this period of unpaid leave.**
  - **Should the employee experience a miscarriage during the third trimester of pregnancy or bear a stillborn child, the employee will be entitled to six weeks maternity lease from the date of occurrence, whether or not maternity leave had commenced.**

INTELLECTUAL PROPERTY OF CAR SERVICE CITY ALL RIGHTS RESERVED

- ## Family Responsibility leave requirements
  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)

- ## Submission of leave forms

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

Pamela Hove <Phove@ccholdings.co.za>

CONFIDENTIAL | Dovelight Trading 17 (Pty) Ltd
Reg No: 2009/006786/07 | VAT No: 44380255606

LEAVE POLICY	
Branch:	
Manager:	
Date:	

Step No	Process	Completed	Action
Employees 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**		
4.1	**Annual leave**		
	Submit leave form 2 weeks before to HO		
	Annual leave approved		
	Annual leave not approved		
4.2	**Sick Leave**		
	submit leave form to Head office day of returning to work		
	submit sick note to Head office day of returning to work		
	Maternity leave		
	submit the leave form to HO 12 weeks before the due date		
	submit a doctor's note indicating the possible due date		
4.3	**Family Responsibility leave**		
	submit leave form to Head office on day of returning to work		
	submit a doctor's note or death certificate to Head office day of returning to work		
4.4	**Adoption leave**		
	submit leave form to Head office 8 weeks before the court grants the adoption order or expected placing of the child		
	Commissioning Parental leave		
	submit leave form to Head office 8 weeks before the due date of the surrogate		
	submit a doctor's note indicating the possible due date		
4.5	**Parental leave**		
	submit the leave form to Head office 1 month before the due date		

INTELLECTUAL PROPERTY OF CAR SERVICE CITY ALL RIGHTS RESERVED

CONFIDENTIAL | Dovelight Trading 17 (Pty) Ltd
Reg No: 2009/006786/07 | VAT No: 44380255606