

ATTENDANCE & LEAVE POLICY

PURPOSE: To have a policy that clearly defines the guidelines and expectations for employee attendance at work as required by the company. This policy also provides the guidelines for approved leave, for the leave types mentioned in the Policy. Any unapproved leave will need to be dealt with in accordance with the **Disciplinary Policy**.

WHAT THE ATTENDANCE & LEAVE POLICY INCLUDES: -

- A comprehensive policy on the steps involved in the process (covering normal time, overtime, emergency time off, annual leave, sick leave, etc.)
- Leave Application form.

PLEASE NOTE:

When a procedure is about to be introduced to employees, they will need to be **TRAINED** on the relevant procedure and then it can be implemented.

An electronic **TRAINING REGISTER** will be provided and employees can either do self-training or receive training in a group, but all must sign the training register.