

LEAVE APPLICATION MANAGEMENT PROCESS

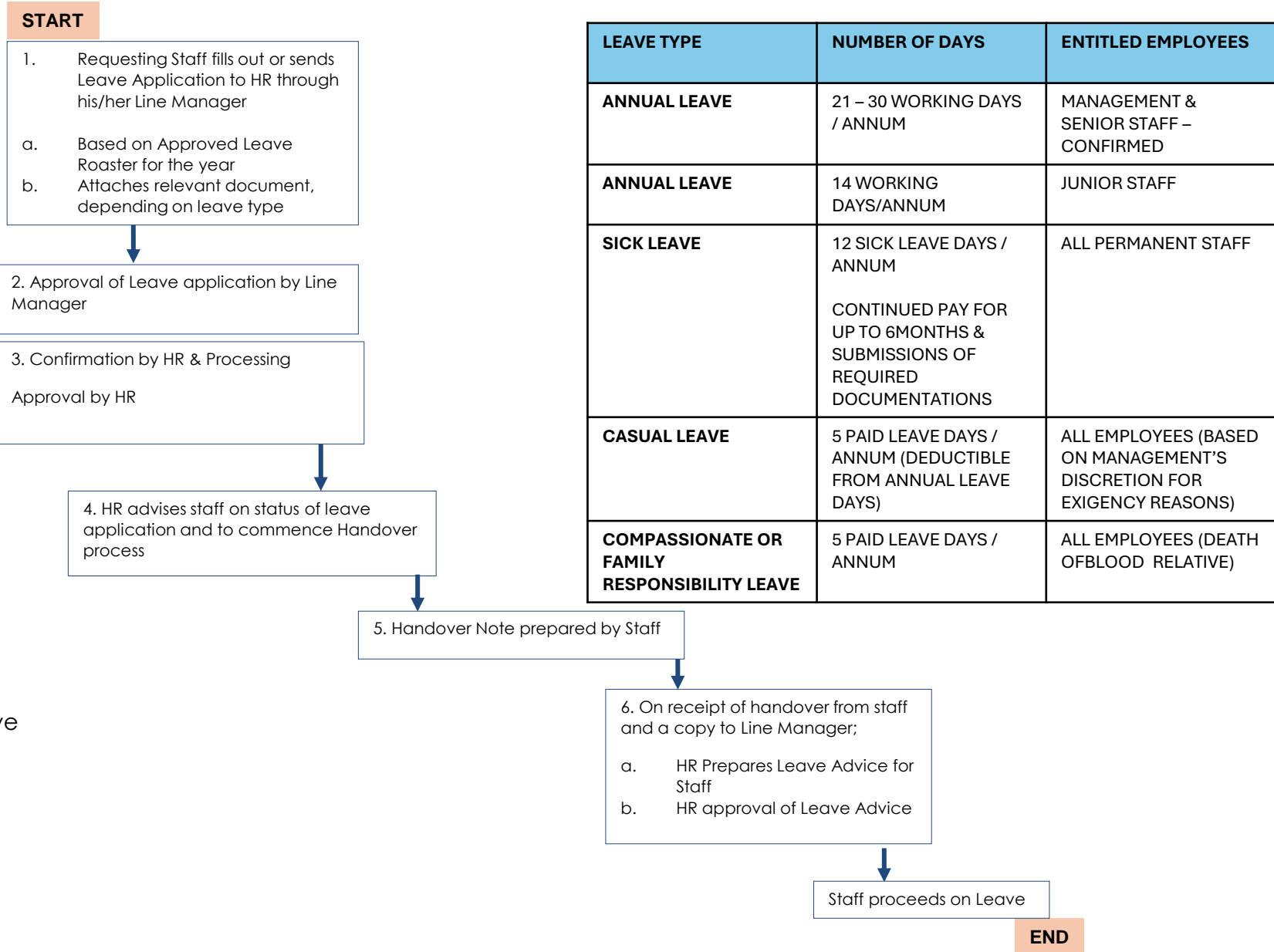
Annual leave is to be taken between January to November of every twelve (12) month period (especially within the editorial and operations department)

Procedure

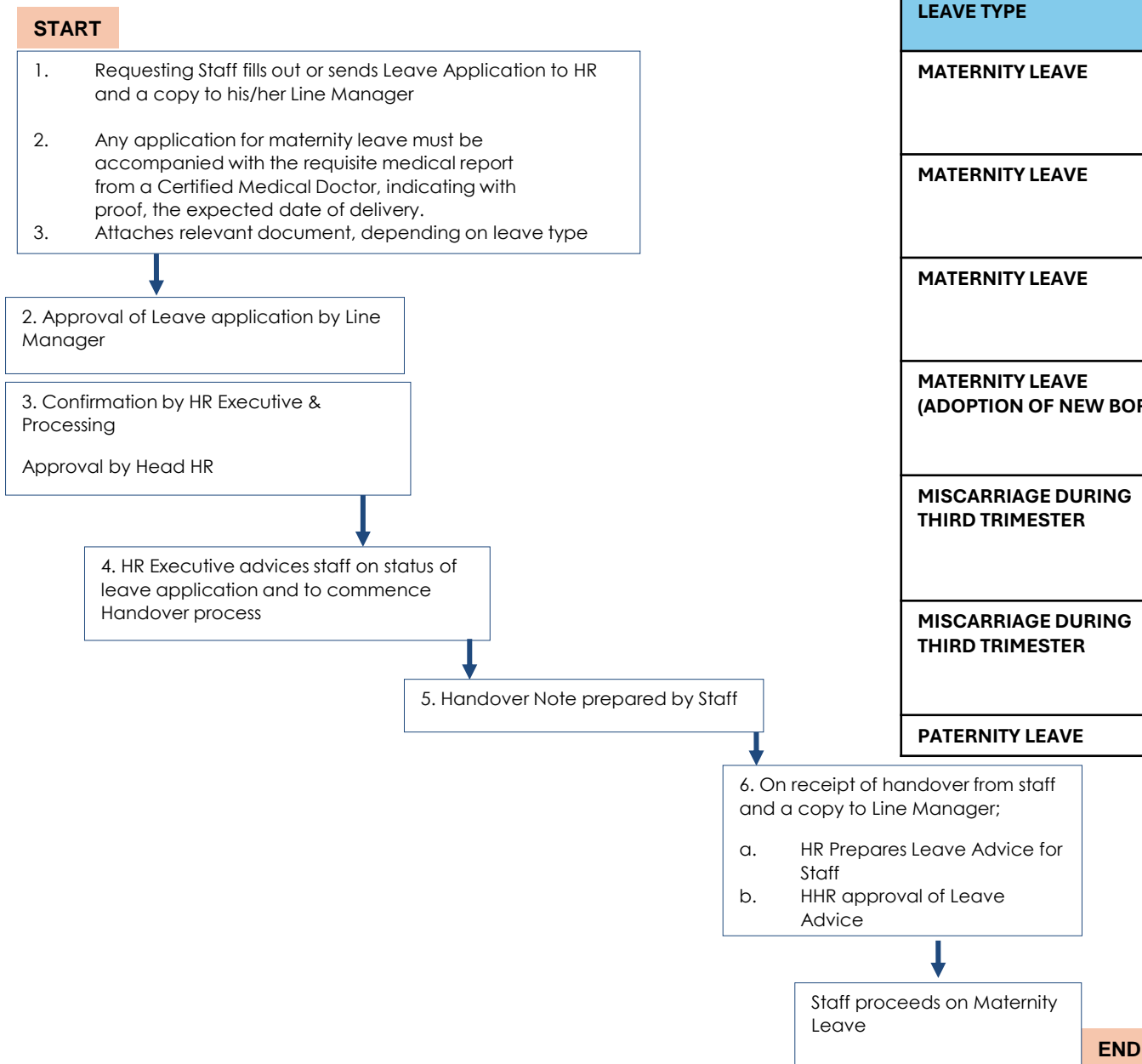


Notes for the Leave Application Process Workflow:

- All leave applications must be approved by the employee's HOD/Line Manager.
- HR sends confirmation in writing to the applicant stating when the leave starts and when to resume at work.
- Staff must submit a handover report to his/her Line Manager and a copy to HRL before proceeding on leave
- HR must update staff leave records immediately leave is approved.
- Annual leave approval is in line with terms and conditions of service of each employee.
- Only confirmed employees can apply for leave.

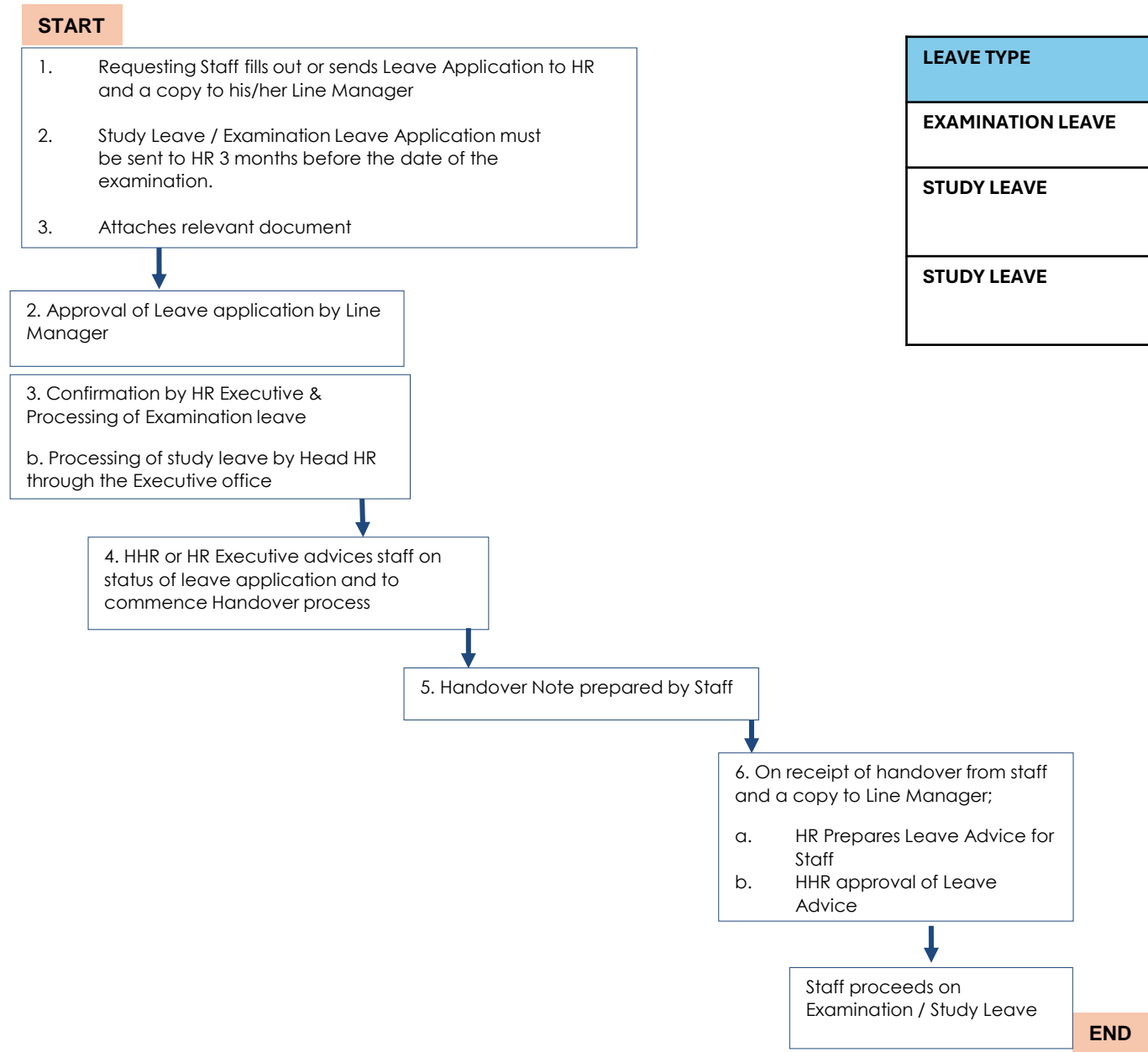


MATERNITY LEAVE APPLICATION MANAGEMENT PROCESS



LEAVE TYPE	YEARS OF SERVICE	TIMELINE
MATERNITY LEAVE	LESS THAN 1 YEAR IN SERVICE	3 MONTHS PAID MATERNITY (To commence 2weeks before EDD)
MATERNITY LEAVE	LESS THAN 5 YEARS IN SERVICE	4 MONTHS PAID MATERNITY (To commence 2weeks before EDD)
MATERNITY LEAVE	5 YEARS & ABOVE IN SERVICE	5 MONTHS PAID MATERNITY (To commence 2weeks before EDD)
MATERNITY LEAVE (ADOPTION OF NEW BORN)	TREATED AS NEW BIRTH AND FALLS UNDER ALL CATEGORIES FOR MATERNITY	BETWEEN 3 – 5 MONTHS PAID MATERNITY
MISCARRIAGE DURING THIRD TRIMESTER	ANY OF THE LISTED TIMELINES EXCEPT ON ADOPTION...	2 MONTHS PAID MATERNITY (A certificate from a Medical Doctor must be issued to the Company.)
MISCARRIAGE DURING THIRD TRIMESTER	COMPLETED TWELVE MONTHS OF CONTINUED SERVICE FROM DATE OF ENGAGEMENT	3 MONTHS PAID MATERNITY (A certificate from a Medical Doctor must be issued to the Company.)
PATERNITY LEAVE	ALL MALE EMPLOYEES	3 DAYS PAID PATERNITY

EXAMINATION AND STUDY LEAVE PROCESS



LEAVE TYPE	NUMBER OF DAYS	ENTITLED EMPLOYEES
EXAMINATION LEAVE	5 WORKING DAYS / ANNUM	ALL EMPLOYEES – CONFIRMED
STUDY LEAVE	GRANTED WITHOUT PAY	ALL EMPLOYEES –3 YEARS & ABOVE IN SERVICE
STUDY LEAVE	GRANTED WITH PAY	ALL EMPLOYEES –5 YEARS & ABOVE IN SERVICE