LEAVE APPLICATION MANAGEMENT PROCESS

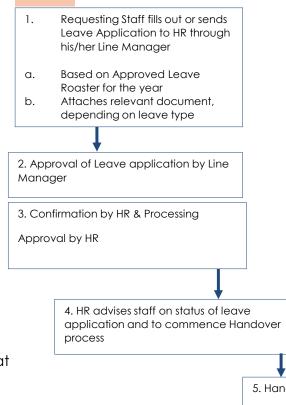
Annual leave is to be taken between January to November of every twelve (12) month period (especially within the editorial and operations department)

Procedure

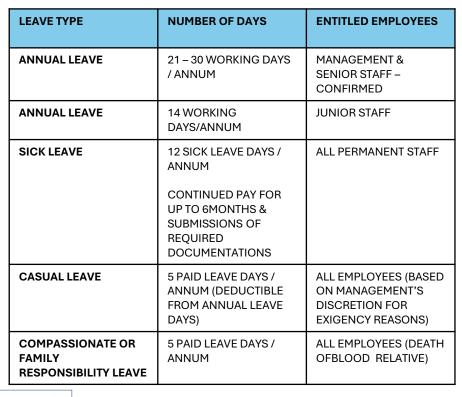


Notes for the Leave Application Process Workflow:

- 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.



START



5. Handover Note prepared by Staff

- On receipt of handover from staff and a copy to Line Manager;
- a. HR Prepares Leave Advice for Staff
- b. HR approval of Leave Advice

Staff proceeds on Leave

END

MATERNITY LEAVE APPLICATION MANAGEMENT PROCESS

START

- Requesting Staff fills out or sends Leave Application to HR and a copy to his/her Line Manager
- Any application for maternity leave must be accompanied with the requisite medical report from a Certified Medical Doctor, indicating with proof, the expected date of delivery.
- 3. Attaches relevant document, depending on leave type
- 2. Approval of Leave application by Line Manager
- 3. Confirmation by HR Executive & Processing

Approval by Head HR

4. HR Executive advices staff on status of leave application and to commence Handover process

5. Handover Note prepared by Staff

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

- 6. On receipt of handover from staff and a copy to Line Manager;
- a. HR Prepares Leave Advice for Staff
- b. HHR approval of Leave Advice

Staff proceeds on Maternity Leave

END

EXAMINATION AND STUDY LEAVE PROCESS

START

- Requesting Staff fills out or sends Leave Application to HR and a copy to his/her Line Manager
- Study Leave / Examination Leave Application must be sent to HR 3 months before the date of the examination.
- 3. Attaches relevant document
- 2. Approval of Leave application by Line Manager
- 3. Confirmation by HR Executive & Processing of Examination leave
- b. Processing of study leave by Head HR through the Executive office

4. HHR or HR Executive advices staff on status of leave application and to commence Handover process

5. Handover Note prepared by Staff

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

6. On receipt of handover from staff and a copy to Line Manager;

- a. HR Prepares Leave Advice for Staff
- b. HHR approval of Leave Advice

Staff proceeds on Examination / Study Leave

END