



YOUTH@WORK HOSTED EMPLOYMENT
IMPLEMENTATION AND MANAGEMENT
GUIDELINE 2020

Guidelines to Managing the
Implementation of YES Youth Experience

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1 Lead & Host Employer Guidelines Context

Within this document you will find a Guide that describes and explains the roles and responsibilities of the different stakeholders within this project, with a specific focus on the role of the Host Employer within the Youth Employment Services (YES) employment programme.

If we have left anything out or you require further explanation on any of the topics discussed in this document, please do not hesitate to contact us.

2 Introduction

YES work placements are one of the ways in which young people gain valuable first-time work experience which aims to prepare them for entry-level employment in their chosen occupation/profession/field of interest. A well-designed YES youth employment experience can help to accelerate careers, develop professionalism and good work habits and provide employers with a source of excellent candidates for permanent positions.

In the interest of setting suitable standards for the YES programme, we hope that these guidelines will set up good practices for the day-to-day management and implementation of the YES programme.

We encourage all South African companies, whether large or small, to fund the monthly Youth salaries on the YES programme, and so play an important role in the development of young people in South Africa. A YES employment contract offers employment to a young person for a fixed 12-month period at the minimum salary of R 3500 per month.

We encourage Host Employers (PfP Schools), who benefit from the additional human resources in their organisations, to actively drive the possibility of creating permanent positions for the youth on completion of the 12 month programme. Within the education sectors this can be achieved via creating SGB-funded posts with the schools, considering YES youth for vacant Department posts or supporting the youth to pursue self-employment.

YES is a one-year work experience designed to:

- Drive the employability of youth
- Ensuring soft skills and work readiness training are transferred
- Build a learning mindset
- Ensure a real work experience takes place
- Offer youth an opportunity to showcase their abilities
- De-risk with some work experience and to
- Exit youth with a strategy for future employment which includes a quality CV, a credible reference letter and access to a digital network of employers and opportunity



3 YES Employee Induction

Employees will be inducted into the programme by Youth@work.

The induction will prepare the youth as well as the Host Employers for the 12-month YES programme.

The following topics will be covered:

- ✓ The mandate of YES
- ✓ Corporate Funder/Partner Presentation
- ✓ Responsibilities of the various stakeholders
- ✓ Objectives and outcomes of the Y@W YES programme
- ✓ Managing guidelines and procedures to be followed over the course of the year

- ✓ Presentation of all applications and management of the YES phones
 - Y@W – HR Guidelines to Employment
 - YES Cell phone Policy
 - Payroll Process - PSiber Payroll Employee Self Service (ESS) or Funder-specific payroll system
 - Weekly and Monthly reporting
 - Zlto platform

- ✓ YES@Beyond
 - School holiday club for learners
 - E-learning courses – alison.com
 - SMME Development
 - Youth Advocacy

4 Roles and Responsibilities

The roles and responsibilities of the main stakeholders within the YES employment are described below:

Youth Employment Service (YES): is responsible for

- ✓ Securing the financial sponsorship from South African companies to fund the participation of unemployed youth on the YES programme;
- ✓ paying Youth@work the service fees for the services rendered in terms of each youth placement;
- ✓ providing a cellular telephone to each Youth employed by Youth@work;
- ✓ transferring money to Youth@work to be used to pay monthly salaries to Youth employed by Youth@work in terms of each youth placement;
- ✓ monitoring and evaluating the Youth employed to participate in the YES sponsored host placement initiative;
- ✓ facilitating Youth@work's engagement with the Funding Partner on the implementation of each placement;



The Funding Employer is responsible for:

- ✓ Being part of the YES employment Agreements for 12 (twelve) months with the youth. In these agreements the Funding Employer is recorded as Employer Two and Youth@work the Lead Employer as Employer One. The Educational Establishments are referred to as Host Employers.
- ✓ Funding the YES employee monthly salaries and statutory contributions including UIF and SDL for duration of fixed 12-month work placement.

The Lead Employer (Youth@work) is responsible for:

- ✓ Initiating and executing the recruitment of candidates for the programme(s) by providing the recruitment criteria and together with the Host Employers conducting the final selection of candidates to be on-boarded;
- ✓ Providing project management and coordination services for Learnerships / YES employment Programme(s);
- ✓ Invoicing and receiving the monies for the monthly salaries from the Funding Employer and pay the salaries directly to the employees account over the 12 (twelve) month period;
- ✓ Providing an Induction to YES employees on its policies and procedures; environment and occupational health and safety;
- ✓ Ensuring that the youth selected are placed within relevant positions, allowing for exposure and gainful workplace experience related to the employees studies and or interest.

The Host Employer - Partner for Possibility (PFP) School is responsible for:

- ✓ Providing facilities and resources required for the work-integrated learning. Providing all required tools, uniform etc. for each YES employee and ensures that the YES employee has access to all tools required for the job allocated. Laptop, PC, desk, phone and anything else that is required to perform their duties should all be available to the YES employee for the duration of their placement.
- ✓ Supporting the recruitment of candidates for the programme(s) by providing the recruitment criteria to Youth@work and assisting in the final selection of candidates to be on-boarded;
- ✓ Managing and mentoring each YES employee– a supervisor or manager who has the ability to provide mentorship and guidance will manage YES employees. The mentor appointed must attend the induction sessions in the beginning of the YES employees placement, provide feedback in terms of YES employee performance and be willing to partake in feedback, monitoring or likewise sessions.
- ✓ Developing a job description/profile together with the YES employee which outlines the various tasks and responsibilities to be undertaken by the YES employee. The job description/profile is a living document to be updated quarterly so that the YES employee is exposed to a wide variety of tasks and takes on increased levels of responsibility.
- ✓ Providing the YES employee with appropriate education and workplace coaching to perform the specified workplace experience activities and taking an active role in securing full-time employment for the YES employees after the work placement finishes.



- ✓ Completing YES employee records in the workplace. These records include attendance registers, supervisor feedback surveys on the youth's performance and leave forms in the case that the employee takes leave.
- ✓ Following all legal labour law requirements related to employment of the YES employee– the host employer must follow The Basic Conditions of Employment Act (BCEA) for all HR and IR matters involving YES employees, and liaise with Youth@work if and when disciplinary issues arise. Any costs resulting from employment disputes will be at the Lead employer's account.

The YES employee must:

- ✓ avail him/herself to participate in all activities required by the YES programme.
- ✓ comply with the Host Employer's workplace policies and procedures. This includes but is not limited to working hours, tea breaks, lunch break times, submission of attendance registers, and place of work.
- ✓ comply by the company's dress code.
- ✓ adhere to the company's disciplinary policies and procedures.
- ✓ apply him or herself and be proactive in all their undertakings at the Host Site, including getting involved with the extra-mural activities at the schools.
- ✓ display a learning mindset while performing daily tasks and responsibilities and make the most of the opportunity provided.
- ✓ actively engage with his/her Supervisor and/or School Principal, including developing a job description/profile together which outlines the various tasks and responsibilities to be undertaken by the YES employee. The job description/profile is a living document to be updated quarterly so that the YES employee is exposed to a wide variety of tasks and takes on increased levels of responsibility.
- ✓ adhere to the weekly & monthly reporting requirements – including, but not limited to Weekly Attendance Registers, Monthly Progress Reports, Leave Applications and Surveys received from Youth@work.
- ✓ responsible to care of and use of the YES Smart Phone provided, actively complete the Digital Work Readiness e-learning modules via YES4Youth App and participate in the weekly YES surveys via the YESLife App timeously.
- ✓ The YES employee is responsible to be an active driver in securing full-time employment after the completion of the YES programme.

5 Administration Management & YES Monitoring Requirements

The Host Employer and more specifically the Supervisor assigned to the YES employee is responsible to mentor, guide and manage the YES employee for the duration of the workplace experience.

The supervisors are equally responsible for the administrative and monitoring documentation required as part of the YES employment programme.



The format of the documents and some minor details may change from project to project, but the documents below are always part of the process and are generally explained below.

Please refer to Annexure A for templates – Weekly Attendance Register, Monthly Progress Report, Leave Application Form and Termination Form.

Weekly Attendance Register

The weekly attendance register is required as evidence as proof that the YES Employee was present on a daily basis as required by the YES programme. It is an important part of the administration for the payroll process. The intention of YES is to eventually track attendance via the YES App or web platform. Once this functionality has been activated, the manual process might be abandoned.

The register outlines the 5 working days of the week and the youth must list his/her daily duties/tasks and sign each day as proof of attendance.

At the end of each week, a clear scanned copy of the register must be signed off as valid and authentic by the relevant supervisor, with a school stamp and submitted via email to Youth@work. **It is the joined responsibility of the YES employee & supervisor to ensure the register is signed and submitted timeously each week.**

A clear scanned copy of the register must be submitted to the implementing Youth@work Project team every Friday via **registers@sayouthatwork.com**.

Payslips

Each YES Employee will receive and/or is able to access the monthly payslips. Some YES Employees will be able to access their payslip from the PSiber payroll system that Youth@work uses. These employees will have access via the PSiber Mobile App Employee Self Service (ESS) platform. Other YES Employees will receive their payslips via email. At Induction, you will be informed how the Payslip distribution works for your group.

Supervisor Report – OPUS Platform

A bi-monthly supervisor report is required as evidence and proof that the employee is being mentored at the Host site. This is required by YES and is an important part of work readiness programme and building the employees CV for future purposes. This process will be explained during Induction and is managed through the YES Supervisor App – called OPUS.

Monthly Progress Report

The report is a compulsory requirement for Youth@work YES employees. The youth is encouraged to record work and activities in a report (template of which is provided in Annexure A) to gauge their own growth and development over the 12-month period. This practice is used by many employees, managers and executives and forms the beginning of healthy habits for self-development. The submission of the Monthly Progress Report is done either via email submission or via GoogleSurvey link.



YES smart phone with YESLife and YES4Youth apps

The YES phones are normally distributed during month 2 or 3 of the programme. The YES employee signs off the document to prove that they have indeed received a phone and have been inducted into the management and application of the apps which are pre-loaded on the phone. The two YES Apps are **YESLife** which is used for surveys and **YES4Youth** which has more than 24 learning modules.

Technical issues with regards to the functionality of the YES apps are to be directed to YES for resolution via youth@yes4youth.co.za. It is helpful to include screenshots of the technical issue. Please also cc Youth@work via info@sayouthatwork.com

The cellular telephone shall remain the property of the Funding Employer for the duration the Employee's employment. The Employee may be allowed to retain the cellular telephone after successful completion of 12-month Employment Contract. If the YES Employee absconds or resigns prior to the completion of the 12-month contract, he/she shall return the YES cellular telephone to the Supervisor/Principal.

Lead and Host Employer Administration Policies

Leave

The Basic Conditions of Employment Act (BCEA) governs the YES employee as it would any other employee within a company.

Below is a summary of the leave allocation for the different types of leave in an annual leave cycle:

- ✓ 15 days annual leave
- ✓ 10 days sick leave
- ✓ 10 days study/exam leave
- ✓ 3 days family responsibility leave
- ✓ 4 months maternity leave over a 12-month period - this is unpaid leave.

Annual Leave

When a YES employee wants to take leave, the leave must be applied for in advance via both a hard-copy leave application form and the PSiber Mobile App Employee Self Service (ESS) platform (if available to your group). The supervisor / mentor must review and approve the leave and sign the leave form. The leave form may be sent with the attendance register. Therefore, any leave that is approved in a particular week may be submitted at the end of that week with the attendance register that has been signed off. As with any employee, the leave is to be approved at the discretion of the manager/supervisor. **Please note that within the school work environment, the YES employees will not have much discretionary annual leave days as Youth@work will also allocate compulsory Annual Leave days during the school holidays.**



Sick leave

Should the YES employee be sick and not able to report for duty, the supervisor/mentor must be informed by the YES employee before 10 am that they are sick. The supervisor/mentor should be kept up to date as to when the YES employee will return to work.

Upon return to work, the leave form must be completed by the YES employee and signed off by the supervisor /mentor. If the YES employee is sick for two days or more, the YES employee must produce an authentic sick note from a valid practitioner.

If the YES employee is sick on a Monday, Friday or the day before or after a public holiday, the YES employee must produce an authentic sick note from a valid practitioner. The sick note should be attached to the completed leave form and is to be submitted in the relevant week with the attendance register to the project team administrator.

If the YES employee during any period of 8 weeks received sick leave payment on two or more occasions without having produced a certificate signed by a doctor, the Funding Employer will not be obliged to pay the employee any allowance or other amount unless a note is produced on the day which the employee returns to work or a certificate signed by a medical practitioner stating the nature and duration of your incapacity.

Study/Exam leave

A maximum of 10 Study/Exam leave days are available for YES employees who are studying towards a recognised qualification. Study/Exam leave days are for the actual day that an exam is written. If applying for study/exam leave, the YES employee is required to produce the actual exam timetable and confirmation of his/her enrolment in the qualification. Study/Exam leave days are granted at the discretion of the manager/supervisor and Youth@Work.

If a YES employee would like to take additional time off for exam preparation – this will be considered Unpaid Leave. Any request for additional unpaid exam preparation time will need to be motivated by the YES employee and will be granted at the discretion of the manager/supervisor and Youth@work.

Maternity leave and Family Responsibility Leave

A YES employee is entitled to 4 months maternity leave. Maternity leave is unpaid.

A YES employee is entitled to 3 days family responsibility leave after working for an employer for 4 months or longer.

The leave form must be completed in the same manner via a hard-copy application and possibly the PSiber Mobile App Employee Self Service (ESS) platform for both family responsibility leave and maternity leave and a hard-copy submitted to Youth@work.

The Family Responsibility Leave provision cover instances where:

- ✓ the YES employee's child is born
- ✓ the YES employee's child or adopted child is sick
- ✓ the death of the YES employee's spouse or life partner; the death of the employee's parent, adopted parent, grandchild, grandparent, or brother or sister.

No other incident of illness is covered under the section - the illness of the employee's spouse or life partner, the illness of his/her parent, grandparent, brother or sister, cousin, brother-in-law, mother in law, or anybody else is not covered under family responsibility leave. The employee must use annual leave or unpaid leave for that purpose.



Application for Family Responsibility Leave must be accompanied by reasonable proof of the birth, illness or death for which the YES employee requests leave.

Should the YES employee not follow the processes above, the leave is deemed as unapproved and **unapproved leave is considered and processed as unpaid leave**. Unpaid leave is deducted at a daily rate from the monthly funded salary amount. These processes and the implications of not adhering to them are explained to the YES employee during the induction process.

For any additional information regarding leave policy and procedures, please refer to the Basic Conditions of Employment Act, Section 20.

Please refer to Annexure A for Leave and Termination templates.

Injury on Duty

What is injury on duty?

In terms of the OHS Act, Section 24, an IOD results from an incident when the employee is on duty and dies, or becomes unconscious, suffers the loss of a limb / part of a limb, is otherwise injured or becomes ill to such a degree that s/he is either likely to die or likely to suffer a permanent physical defect, or is unable to work for 14 days or longer.

Compensation

Compensation is governed by the COIDA Act (Compensation for Occupational Injuries and Diseases Act, 130 of 1993). In order to claim for compensation, the accident should "arise out of and in the course of an employee's employment resulting in a personal injury, illness or death of the employee". This means that the employee was ON DUTY, doing a task that s/he was employed to do (part of his/her job description and scope of duty) at the time of the accident.

Who is an Employee as per the COIDA Act?

According to the COIDA Act, an "employee" is "a person who has entered into or works under a contract of service or of apprenticeship or learnership, with an employer, whether the contract is express or implied, oral or in writing, and whether the remuneration is calculated by time or by work done, or is in cash or in kind, and includes... a casual employee employed for the purpose of the employer's business; a director or member of a body corporate who has entered into a contract of service or of apprenticeship or YES employment with the body corporate, in so far as he acts within the scope of his employment in terms of such contract; a person provided by a labour broker against payment to a client for the rendering of a service or the performance of work, and for which service or work such person is paid by the labour broker; in the case of a deceased employee, his dependents, and in the case of an employee who is a person under disability, a curator acting on behalf of that employee".



Reporting Procedures

1. The employer has to report the accident in the prescribed manner – i.e. by completing the Employer's Report of an Accident (W.Cl. 2). The act requires that an accident be reported by the employer to the Compensation Commissioner within 7 days after the accident took place.
2. Part B of the Employer's Report of an Accident (W.Cl. 2) is a carbon copy of Part A and should be handed to the employee to give to the doctor/hospital/chiropractor who is going to treat him. If an employer fails to report the accident, the doctor can report the case by sending a copy of Part B to the Compensation Commissioner. The employer will then be subpoenaed to submit Part A.
3. Obtain First Medical Report (W.Cl. 4) from the treating doctor– medical evidence plays an important part when liability for the payment of compensation and medical expenses is considered.
4. Obtain Progress Medical Reports (W.Cl. 5) – when an employee is receiving prolonged medical treatment and is off duty as a result of injuries sustained in an accident, progress medical reports should be submitted on a monthly basis to the Compensation Fund to ensure that compensation in respect of temporary total disablement is paid timeously.
5. Final Medical Report (W.Cl. 5) – should be submitted as soon as the employee's condition has become stable. The doctor has to describe the impairment of function as a result of the accident, if any, to enable the Fund to assess permanent disablement, if any.
6. Resumption Report (W.Cl. 6) – the form has to be completed by the employer immediately after the employee has resumed work. Where an employee is booked off duty for a lengthy period, interim reports must be submitted.
7. Employee's banking details form should be submitted – should the claim qualify for any compensation, this form will be used to verify the claimant's banking details. It is important that employers should not wait for full documentation before reporting an accident.

Youth@work is the lead employer for the NSF Project and therefore, the interns /learners are covered under Youth@work for Workmen's Compensation. In the case of an injury on duty please use logic and discretion in terms of severity of the injury and if required ensure the intern/learner's health comes first and contact the relevant emergency services. Once the situation is contained, please contact your dedicated project manager who will supply you with all the relevant documents/ forms and the Youth@work Compensation Fund number.

6 Electronic Communications and Usage

In the employment contract, the YES employee agrees that the Host Employer owns any electronic communication devices and resources such as computers, notepads, cellular phones and general office equipment and the YES employee may use these devices and resources for business purposes only.

The YES employee will be provided with a YES cellular telephone during his/her period of employment and the YES employee agrees that s/he is required to use the cellular telephone:

- ✓ in the performance of his/her functions;
- ✓ to access the YES Youth application, complete the associated work readiness modules and surveys and
- ✓ submit the completed information and surveys to YES.

The cellular telephone shall remain the property of the Funding Employer for the duration the Employee's employment. The Employee may be allowed to retain the cellular telephone after successful completion of 12-month Employment Contract. If the YES Employee absconds or resigns prior to the completion of the 12-month contract, he/she shall return the YES cellular telephone to the Supervisor/Principal.



The Employee may not access or send material that constitutes hate speech, pornography, sexual harassment or discrimination based upon a prohibited ground.

7 Payment of the YES Employee

The YES youth salaries are paid directly to his/her bank account on a monthly basis by the Lead Employer or Corporate Funder. The payroll payment dates are dependent on the Corporate Funder – but will be no later than the last business day of the month.

8 Frequently Asked Questions

Who should take disciplinary action against a YES employee?

As per the YES employment contract, the candidate must adhere to the policies and procedures of the Lead and Host employer; therefore, the supervisor has every right to take a disciplinary action against the employee. The project team at Youth@work needs to be made aware of the process before it begins and may choose to be involved in the process as a supportive party.

Are the YES employees allowed to work overtime, if so who will be responsible for overtime payment?

The youth may work overtime, this must be agreed to by both parties and compensation must be agreed upon by Host Employer and the employee. There is no funding allocation for overtime from the Corporate Funder or Lead Employer.

How often should the signed weekly attendance registers be sent to Youth@work project team?

The signed attendance register must be sent on weekly basis (every Friday). The supervisor must sign off the register before sending to the Youth@work project team at the end of the month. Communication will be sent through to the Host employer by the Youth@work project team.

Can we provide YES employees with some extra training within our organisation?

Your organisation is more than welcome to provide the candidates with any extra training that will upskill them and add value to your organisation. The extra training must be listed in the Weekly Attendance Register, and submit any Certificates of Attendance/Completion received at the end of the training.

What will be the way forward after the YES employment contract ends?

When the fixed-term YES employment contract ends at the end of 12 months, the contract between the various role players is automatically terminated. The salary will no longer be paid to the YES employees



as the funding is allocated to the project for a specified time i.e. the dates stipulated in the contract. Should the Host Employer want to keep the youth after the end of the programme, they can do so by putting in place an employment agreement that will be signed between the Host Employer and the youth which is independent of the concluded YES employment agreement.

In the event of a termination what is the procedure?

1. The supervisor needs to be informed verbally and accept the termination
2. The youth needs to inform both the Lead and Host employer in writing of the reasons for the termination and acknowledge the benefit and investment of the sponsor.
3. The termination form needs to be completed and sent to the Lead Employer along with the termination letter.
4. Leave balances will be checked and calculated accordingly
5. School needs to indicate if they have a suitable replacement, or Youth@work will replace in other schools of pre-selected youth.



9 ANNEXURE A – Templates

Electronic and hard copies of the following templates will be provided to YES Employees and Supervisors during Induction.

✓ **Weekly Attendance Register**

Please see copy of template below. Register to be completed and submitted every Friday by noon to registers@sayouthatwork.com



YES Employee(s) Weekly Workplace Attendance Register					
Week Starting					
Educational Institution Name					
Please Sign, otherwise mark with one of the below:					
U = Unpaid Leave, A = Annual Leave, S = Sick Leave, F = Family Responsibility Leave, S/L = Study Leave, M = Maternity Leave, P/H = Public Holiday					
Employee Name and Surname				ID Number	
Day	Date	Start time	Finish time	Duties	Signature
Mon	dd/mm/yyyy	hh:mm	hh:mm		
Tue	dd/mm/yyyy	hh:mm	hh:mm		
Wed	dd/mm/yyyy	hh:mm	hh:mm		
Thu	dd/mm/yyyy	hh:mm	hh:mm		
Fri	dd/mm/yyyy	hh:mm	hh:mm		
Supervisor Name and Surname:					
Position/Role/Capacity:					
Signature:					
<p>Send back to: registers@sayouthatwork.com</p> <p>Or WhatsApp to: 060 749 1927</p>					<p>School stamp</p>

Attendance Register



✓ YES Youth Personal Progress Report



YES Youth Personal Progress Report

Name:	Surname:
Date:	Supervisor:
School:	Province:

This form has two purposes. At the start of the year of work you will, together with your supervisor, set the objectives you wish to achieve by the end of the year. You will also use this form monthly to review regularly that you are still able to achieving these objectives timeously.

Section 1 Set your overall goals for the year

- Objectives: Set your personal and career goals
- Performance Indicators: Tell us what you will be able to do if you have achieved your goal
- Actions required: What do you need to learn or do to achieve this.
- By when will you have achieved this?

	Objective	Performance Indicators	Actions Required	Timescale
1	Obtain a driver's licence legally	Drive competently	Take lessons Book for test Pass test	Within 6 months
2				
3				
4				

Supervisor Name	Supervisor Signature	Date
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Section 2 Daily check in (write this out separately somewhere every day)

- Have you been answering the five "In the Flow" questions daily? Complete this today with your supervisor.

YBT (yesterday's Best thing).....

GF (Grateful for).....

LFT (Looking forward to).....

RAK (Conscious Act of Kindness).....

GW (Greet warmly).....

CS (Compliment sincerely).....

Section 3 Monthly progress made

- What have you enjoyed this month? What have you found challenging? Overall, what have you learnt this month about yourself and your career plans?

--

- What support have you received this month from you supervisor or from someone else? In what way did this support change how you do things?

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- What are the priorities for the next month? What support will you need and from whom?

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Supervisor Signature	Youth Signature	Date
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✓ Annual Leave Form

Implementation partner for youth experience work placement, internship and learnership programmes.



LEAVE APPLICATION FORM

*Hard-copy form signed by Supervisor/Principal to be submitted after Leave Application via PSiber Mobile App Employee Self Service (ESS) platform has been approved. Please email this completed form to jacinda@savouthatwork.com

EMPLOYEE DETAILS	
FULL NAME AND SURNAME	
ID NUMBER	
TYPE OF LEAVE – please tick applicable category	
Annual Leave <input type="checkbox"/>	Family Responsibility Leave <input type="checkbox"/>
Unpaid Leave <input type="checkbox"/>	Maternity Leave* <input type="checkbox"/>
Sick Leave* <input type="checkbox"/>	Study Leave* <input type="checkbox"/>
* For Sick Leave and Maternity Leave – please attach medical certificate. * For Study Leave – please attach the exam time table, study leave is subject to approval by Principal and Youth@work.	
LEAVE DATES	
Dates:	Total number of work days absent:
HOST SITE DETAILS	
NAME OF SCHOOL	
CONTACT PERSON	
TELEPHONE NUMBER:	CELL:
EMAIL:	
Notes:	
DATE:	SIGNATURE:
SCHOOL STAMP:	

✓ Termination Form

Implementation partner for youth experience work placement, internship and learnership programmes.



RESIGNATIONS, TERMINATIONS AND ABSCONSION FORM
*(PLEASE NOTE THIS FORM MUST BE COMPLETED IN FULL)

START DATE ON CONTRACT:	END DATE ON CONTRACT:
PLEASE TICK THE APPROPRIATE BOX: <input type="checkbox"/> RESIGNATION <input type="checkbox"/> TERMINATION <input type="checkbox"/> ABSCONSION	
EMPLOYEE DETAILS	
FULL NAME AND SURNAME	
ID NUMBER	
START DATE OF YES EMPLOYMENT:	END DATE OF YES EMPLOYMENT:
HOST SITE DETAILS	
NAME OF SCHOOL	
CONTACT PERSON	
TELEPHONE NUMBER:	CELL:
EMAIL:	
REASON AS TO WHY THE EMPLOYEE HAS RESIGNED, TERMINATED OR ABSCONDED:	
RESIGNATION/TERMINATION / ABSCONSION DATE:	
COMMENTS:	
FULL NAME AND SURNAME OF HOST SITE REPRESENTATIVE:	
DATE:	SIGNATURE: