



***SCAPE Leaves & Claims Guide**

Leave Types • Claims • Approval Process

Purpose of This Guide

This guide provides an overview of leave entitlements, claims procedures, and approval workflows at *SCAPE. It is designed to help employees understand how to apply for leave and submit claims accurately and on time.

1. Leave Types

- 1 **Annual Leave:** Paid leave for rest and personal matters, subject to approval.
- 2 **Sick Leave:** Leave taken due to illness, supported by medical certification where required.
- 3 **Hospitalisation Leave:** Leave for hospitalisation or extended medical treatment.
- 4 **Compassionate Leave:** Granted for bereavement or urgent family matters.
- 5 **Unpaid Leave:** Subject to management approval when paid leave is exhausted.

2. Applying for Leave

- 1 Submit leave applications through the designated HR or leave management system.
- 2 Apply in advance where possible, especially for planned leave.
- 3 Attach supporting documents where required (e.g. medical certificates).
- 4 Await approval before making travel or personal arrangements.

3. Claims & Reimbursements

- 1 **Eligible Claims:** Transport, meals, and work-related expenses incurred during official duties.
- 2 **Supporting Documents:** Original receipts or digital copies must be submitted.
- 3 **Submission Timeline:** Claims should be submitted within the specified period after the expense is incurred.

4. Approval Process

- 1 Immediate supervisor reviews and approves leave and claims submissions.
- 2 HR or Finance may conduct additional checks where necessary.

- 3 Approved claims will be processed according to payroll or reimbursement cycles.

5. Compliance & Responsibility

Employees are responsible for ensuring that leave and claims information submitted is accurate and truthful. Misrepresentation or misuse of leave and claims may result in disciplinary action.