

	Standard Operating Procedures GHCD	DOC NO: 4.8.14	ISSUE: 2
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1.0

Half Day Leave

1.1

All half day leave taken are to be deducted from the annual leave entitlement.

1.2

Lunch time is not included in all half day leave.

1.3

Half day leave period for staff on normal working hours are as follows:

Band	Half Day Afternoon		Half Day Morning	
	Working Hours			
	Start	End	Start	End
1	8.00 am	12.00 pm	1.00 pm	5.00 pm
2	8.30 am	12.30 pm	1.30 pm	5.30 pm
3	9.00 am	1.00 pm	2.00 pm	6.00 pm

1.4

In the event of emergency or attending to personal matters so long as it is within the official working hours, staff are required to apply for half (1/2) day leave based on the period specified above, immediately upon returning to work.

1.5

Half day leave is only allowed to be taken **eight (8) times** in a calendar year.

2.0

Half Day Leave - Procedure

2.1

Half Day Leave application must be submitted based on the period specified above for normal shift and approved in the **E-Leave System** prior to taking the leave.

2.2

In case of emergency requiring staff to take half day leave, the application in the system must be submitted immediately upon returning to work and must be attached with supporting documents.