

	Standard Operating Procedures GHCD	DOC NO: 4.8.11	ISSUE: 2
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1.0	Calamity Leave 1.1 When a staff has to be absent from work to attend to matters of an urgent and emergency nature i.e. natural disasters, calamities and tragedies that directly affect the staff. Maximum five (5) working days per occasion.
2.0	Calamity Leave - Procedure 2.1 The company must be informed and provisional approval for leave must be obtained either by the staff personally or through a third party. 2.2 Upon returning to work, staff has to submit application for calamity leave in the E-Leave System with supporting document for HOD's official approval and company records.