

	Standard Operating Procedures GHCD	DOC NO: 4.8.10	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Emergency Leave	PAGE: 1/1	

1.0	Emergency Leave 1.1 Due to unforeseen circumstances or matters requiring staff to be off from work on short notice. 1.2 Emergency leave will be deducted from annual leave entitlement. 1.3 Staff is responsible to get verbal approval from the Immediate Superior. 1.4 Staff <u>MUST</u> notify immediate superior at least one (1) hour before the official working hours. For staff working on shift, immediate superior must be informed at least one (1) hour before shift starts. 1.5 Leave application must be submitted through the E-Leave System immediately upon returning to work and must be attached with supporting documents.
------------	--