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Description	MG HR LEAVE APPLICATION PROCESS
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Author:
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MACROCOMM GROUP HR LEAVE APPLICATION PROCEDURE

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DOCUMENT CONTROL

This provides information on the document version control and sign-off

DOCUMENT HISTORY

DOCUMENT NAME	VERSION	DATE
MG-HR-PRO-LA 202406.00	00	12 JUNE 2024

DOCUMENT APPROVAL

DOCUMENT NAME.VERSION		
MG-HR-PRO-LA 202406.00		
CHANGES MADE		
Aligned to ISO template		
Removed process map		
Refined key stakeholders in process		
STAKEHOLDER NAME AND DESIGNATION	**SIGNATURE**	**DATE**
Sivi Moodley (Macrocomm Group Chief Executive Officer)		
Elton Chettiar (Macrocomm Group Chief Operating Officer)		
Yakshini Naidoo (Managing Executive: Corporate Services and Compliance)		
Charlene Van Onselen (Business Optimisation Executive)		

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1   Introduction

This document serves to provide the procedure for applying for leave and managing the associated administration thereof.

2   Purpose or Background

The purpose of this procedure is to ensure that the leave process is managed centrally, with the relevant input to the payroll process.

3   Definitions / Abbreviations Used in the Document

Definition Term or Abbreviation	Define Term or Abbreviation
Leave	Any days off taken by the employee as part of the labour legislative requirements afforded to employees (sick leave, annual leave, study leave, compassionate leave, family responsibility leave, parental and maternity leave)

4   LEAVE APPLICATION

4.1   Objective

The objective of this process is to document the process for applying for leave with the organisation as well as the administrative process related to the capturing of the leave, and administration with payroll thereof.

4.2   Description (high-level)

This is the standard procedure to ensure that staff members apply for leave through the correct channel and that leave forms are sent through to payroll for application on the payroll system.

4.3   Benefits

The benefit of this procedure is the assurance of a professional and effective way of leave management.

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4.4 Key Stakeholders and Personnel

Who are the key stakeholders in the process?

- Custodian of process – HR
- Input – Employees
- Input - Line managers
- Tundra – payroll service

4.5 Key Inputs

The following key inputs are required:

Input Type	Description and Detail
Technical	Sage Payroll System
Resources	Tundra payroll administration
Input Documents	Macrocomm leave form

4.6 Typical Outputs

The following are typical outputs:

- Updating of the leave days available for the employee
- Updating of the payslip information
- Approved and Signed-off leave application form

4.7 Knowledge and Skills Required to Perform this Task

Payroll administration

Leave – legislative requirements

5 Process / Procedure Steps

The following key procedural steps are required to be followed by the HR department:

Step #	Step Task Description	Document Name and Number and Version

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| Step 1:	Employee requests leave by completing the Macrocomm Leave application form	Macrocomm leave application form
Step 2:	Manager signs off leave form	
Step 3:	Either the manager or employee submits the signed off leave form to the HR department	
Step 4:	HR captures leave requests for the month on the leave schedule (excel)	Working document
Step 5:	At month end, HR sends all leave forms to the payroll administrators for capturing	
Step 6:	Payroll captures leave requests on the payroll system, and generates a payslip report	
Step 7:	HR validates that all leave requests have been captured and confirms with payroll prior to payments.	
Step 8:	On employee resignation, HR calculates amount due to employee on final leave balance and submits to payroll for processing.	
Step 9:	Reversal of leave is managed through an email request to Tundra to pull back leave request	

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5.1 Procedure by Step
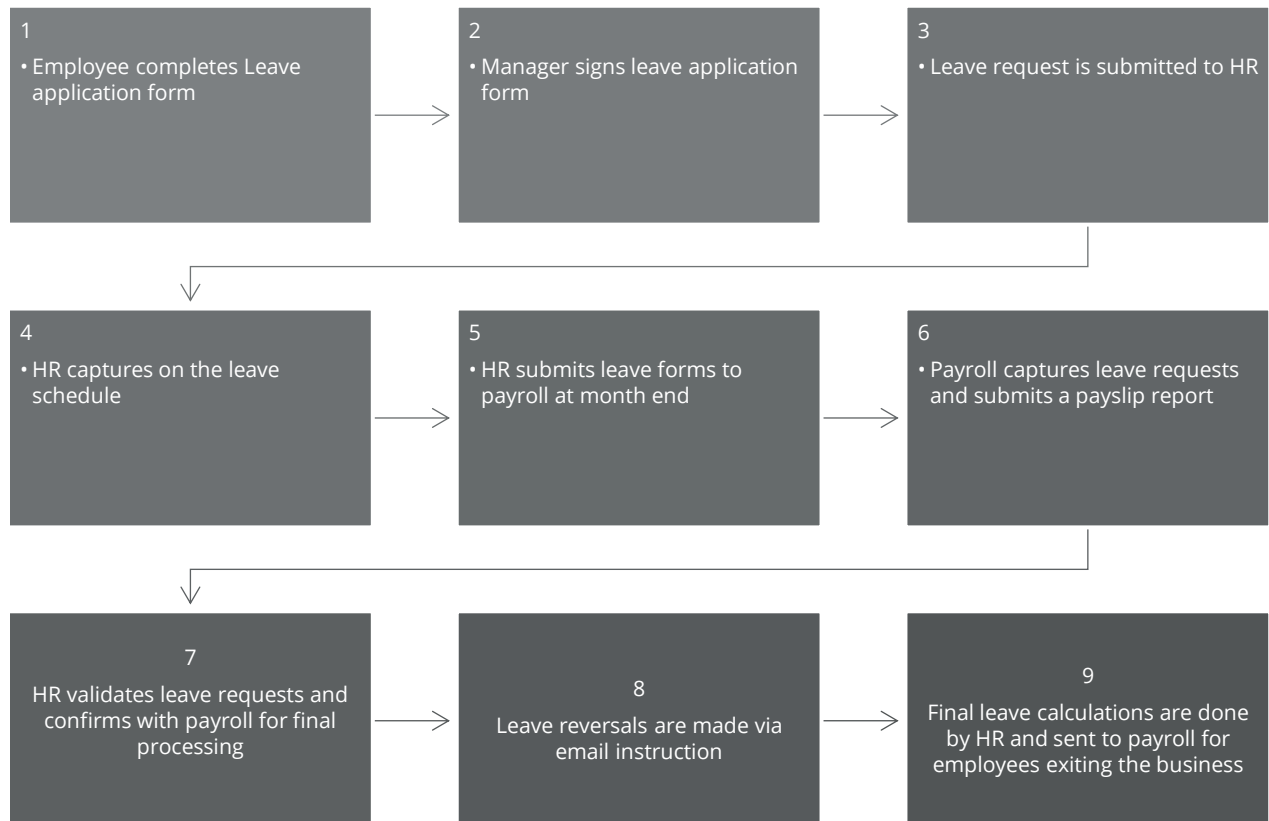
6 Risks and Controls Identified

The following risks have been identified and the controls to mitigate these are:

Risk description	Control objective	Control Activity	Process Reference
Unauthorised leave	Non submission of forms has a financial impact on the business in terms	Regular communication and reminders around submission of leave forms	N/A