

for South African employees seeking the longest vacation possible using the least amount of annual leave days

Are you a tired South African employee looking to take a few days off but only have limited annual leave days?

Then look no further! This guide determines the best time to take leave in the year based on the total number of annual leave days you are willing to use.

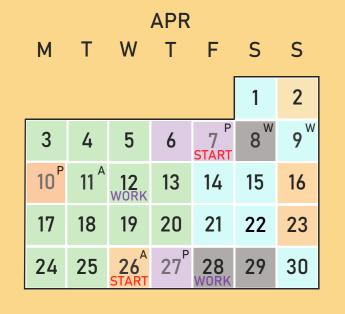
Refer to the relevant hyperlinks below for more information.

NOTE: APPROVAL OF LEAVE NOT INCLUDED!

HOW IT WORKS

The number in each colour block is the date of a specific month. The background colour denotes to your total leave period. Your leave starts from any block of interest. See examples below.

Leave Period = Weekends (W) + Public Holidays (P) + Annual leave days (A)



TOTAL LEAVE PERIOD:

1 2 3 4 5

EXAMPLES:

Employees using 1 annual leave day:

- Start leave on the 7 Apr:
- 2(W) + 2(P) + 1(A) = 5 day leave period
- Return to work: 12 Apr
- Start leave on the 26 Apr:
 - 0(W) + 1(P) + 1(A) = 2 day leave period
 - Return to work: 28 Apr

PUBLIC HOLIDAYS

2 Jan New Year's Day obs.

21 Mar Human Rights Day

7 Apr Good Friday

10 Apr Family Day

27 Apr Freedom Day

1 May Workers' Day

16 Jun Youth Day

9 Aug National Women's Day

25 Sep Heritage Day obs.

16 Dec Day of Reconciliation

25 Dec Christmas Day

26 Dec Day of Goodwill

TOTAL LEAVE PERIOD: 0 1 2 3 4 5 6 7 8 9

ANNUAL LEAVE DAYS USED: 0

TOTAL LEAVE PERIOD: 0 1 2 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | M 3 10 17 24 31 7 14 21 28 7 14 21 28 4 11 18 25 2 9 16 23 30 6 13 20 27 4 11 18 25 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21 28 5 12 19 26 4 11 18 25 1 8 15 22 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 6 13 20 27 4 11 18 25 1 8 15 22 29 6 13 20 27 4 11 18 25 1 8 15 22 29 6 13 20 27 3 10 17 24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 7 14 21 28 6 13 20 27 3 10 17 24 3 10 17 24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 1 8 15 22 29 6 13 20 27 3 10 17 24 1 8 15 22 29 7 14 21 28 4 11 18 25 4 11 18 25 1 8 15 22 29 6 13 20 27 3 10 17 24 1 8 15 22 29 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 2 9 16 23 30 S 1 8 15 22 29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 2 9 16 23 30 6 13 20 27 3 10 17 24 1 8 15 22 29 5 12 19 26 3 10 17 24 31 S Dec Feb Jul 0ct Nov Jan Aug Sep

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