

Annual Leave Policy Format Template

1. PURPOSE

1.1. To notify employees about the policy and procedure for Annual Leave.

1.2. To standardize the processing of Annual Leave and Compensatory off for Public Holidays and Excess hours.

2. POLICY

2.1. The Head of each Department is responsible for scheduling Annual Leave for all Employees throughout the year to make sure there is no hindrance to operations.

2.2. All departments will carry an Annual Leave plan with instructions as to how many staff may be on annual leave at any one time for the Calendar/Financial year; the numbers include those staff on scheduled maternity leave. (Maternity leave must be booked on the relevant department planners immediately a confirmation of pregnancy is received).

2.3. The organization prefers that the option for annual leave is taken by employees (if the employees are able to do so) and this should be treated as a right but with proper planning undertaken.

2.4. Any Annual Leave to be taken must be applied for one month in advance using the individual login access in the Oracle HR Fusion system and has to be approved by the direct manager followed by the head of department.

2.5. After one year of service, the employee is entitled to 30 consecutive days of annual leave. (Annual leave is paid in calendar days NOT working days).

2.6. For service less than one year, leave is accrued at 2 days per month, i.e., 24 consecutive days per year. Annual leave will be paid only after probation period (3 to 6 months) has been successfully completed. Unpaid leave may be taken before this time if service provision permits.

2.7. Annual Leave cannot be accumulated at the rate of more than 15 days per year for more than 3 years (45 days). The employee will be notified as soon as the employee accumulates 45 days of

annual leave as to the options: to take leave or be paid out.

2.8. The employee may be paid his salary in advance for his annual leave [basic salary plus accommodation allowance (on request)]. Annual leave pay is based on basic salary plus accommodation allowance; it does not include travel allowance.

2.9. An employee is entitled to the following public holidays as decreed from time to time:

2.9.1. Gregorian New Year Day (One Day)

2.9.2. National Day (One Day)

2.10. Public Holidays falling within Annual Leave are counted as part of the annual leave quota.

2.11. Excess Hours worked can be accumulated to the amount of 96 hours and taken as compensatory off, with the same rules applied as those pertaining to Annual Leave. Hours over and above 96 are paid as overtime in the next payroll run as applicable. Please see OT and compensatory off policy.

2.12. Compensatory off for Public Holidays can be added to the annual leave, if pre-approved.

2.13. If Leave is cancelled or needs to be postponed then the "Leave withdrawal" online application is required to be sent by the employees before the leave starts.

2.14. Annual Leave allowances will be available 3 days prior to travel.

2.15. A Fixed travel allowance will be given for the ticket to home country, as per the contract of employment. This allowance is automatically added to the employee's salary every year / two years as per contract on the contract renewal date.

2.16. Annual or compensatory leave greater than 30 days (in total) in the clinical area must be pre-approved by the Hospital Administrator / COO / CEO. Staff who only receive a return ticket every two years are allowed to avail the full 60 days owed to them.

2.17. All Heads of Department must allocate and get the sign off from the person who is responsible for taking care of patient care issues, in their absence. This includes but is not limited to:

urgent follow-ups, results, and reports. The signed form needs to be uploaded into the Oracle HR Fusion system together with the application through the "Upload document function" so that there is an audit trail of service cover. The Line manager/ HOD responsible for approving the leave in the first instance MUST attach the service schedule before the leave goes for approval to the next in line (COO/CEO).

2.18. If a service is to be left without cover, the COO / CEO must approve the leave BEFORE a physician can assume it has been granted.

3. PROCEDURE

3.1. The Employee will complete an online leave Application through the Oracle Fusion HR system at least one month in advance and send it to the direct manager/supervisor.

3.2. The Direct manager/supervisor will review the application and approve or disapprove within a turnaround time of 2 working days.

3.3. If the application is approved by the department manager it will be forwarded to the department manager's line manager for his/her review and approval. The turnaround time for this approval will be 2 working days.

3.4. Once the application has been approved, the Employee gets the system notification confirming the leave has been approved.

3.5. If the leave is not approved by the department manager, employee gets a system notification of leave disapproval.

3.6. The department manager and the line manager of the department manager can request for additional information through the system/verbally, if deemed required. If any changes need to be made to the Leave, the Employee should withdraw the existing application and resubmit an amended online leave request.

3.7. If an Employee is not satisfied with the disapproval reasons on his/her leave request then his/her concerns can be raised by approaching the manager and discussing the best way forward. Escalation may occur to higher management.

3.8. The Employee can also put forward his/her concerns through the Grievance handling mechanism if the concerns are not resolved by discussion.

4. REFERENCES

4.1. Labor Law

4.2. Policy & Procedure on Grievances

4.3. Leave, maternity

4.4. Overtime and Compensatory off

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