

SICK DAYS

If an employee has two (2) or more consecutive days taken as sick leave, a medical certificate will need to be produced.

Leave forms are to be completed e.g. Sick leave form with medical certificate attached.

The absentee is to call the office each day until the person returns to work.

No messages are to be taken. This includes text mobile phone messages.

HOLIDAYS

All holidays must be approved in writing in advance of leave taken. A holiday leave form must be completed. In order to schedule staff leave, a minimum of one months notice is required.

The form will then need to be handed to management in order for the holiday to be approved.

