



## LEAVE - PANEL MEMBERS

### PURPOSE

The purpose of this policy is to ensure the correct handling of panel members' leave component. The policy further aims to ensure the correct procedure is followed when accrued leave is paid out.

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### SCOPE

This policy applies to:

- MHR Admin Assistants
  - MHR Clients
  - MHR Coordinators
  - MHR Management
  - MHR Payroll Clerks
  - MHR Payroll Officers
  - Panel members
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### POLICY STATEMENT

- Leave is granted in accordance with the Basic Conditions of Employment Act (BCEA) - **1 (one) hour for every 17 (seventeen) hours worked.**
- Panel members **have the option to not accrue leave by having it included in their tariff per hour OR to accrue leave by excluding it in their tariff per hour.** Option A (Inclusive) or Option B (Leave Accrual) is indicated on the MHR Mediclinic Moonlighter application form (This form is only for the registration of Mediclinic Moonlighters) or on the MHR leave and personal tax form which is completed with registration or when a panel member wishes to change his/her leave option.
- All **accrued leave balances (exceeding R100.00) are paid out annually** at the end of the financial year (31 March). **Accrued leave balances less than R100.00 are carried over to the next year.**
- **Accrued leave is taxed during accumulation** and is therefore not taxed when paid out.
- Panel members may apply for leave payouts during the financial year for **amounts exceeding R300.00**. Applications for **amounts less than R300.00 will not be processed.**
- A **panel member can request for an amount less than the total balance to be paid out** as long as the amount exceeds R300.00.
- The panel member needs to complete, sign and submit an **“Application for payout of accrued leave”** form to the local MHR branch office for his/her accrued leave to be paid out.
- Telephonic requests for leave payouts are managed according to the Branch Manager's discretion. Please refer to **Annexure 1** for the procedure for telephonic accrued leave payout requests.
- The completed “Application for payout of accrued leave” needs to be approved by the Branch Manager/Authorised Senior MHR representative.
- Leave payouts **are not processed on a Weekly payrun day**. Applications for accrued leave need to be submitted to the local MHR branch office **before 10h00 to be paid with the Daily**

**Payrun on that same day.** Applications submitted **after 10h00 will be processed with the next Daily Payrun** (unless it co-inside with a weekly payrun day).

- The local MHR office must submit the signed and approved leave payout requests to the Payroll Officers **before 11h30** for processing. Applications submitted **after 11h30 will be processed with the next Daily Payrun** (unless it co-inside with a Weekly run day).
- All applications for leave payouts (signed and approved) must be kept on the panel member's file.
- Accrued leave applications are processed by the Payroll Officers on CRS.

## ASSOCIATED DOCUMENTS

Title	Location/Number
Basic Conditions of Employment Act	Act no 75 of 1997
Basic Conditions of Employment Amendment Act	Act no 11 of 2002
Leave and personal tax	MHR Secured Docs
Application for payout of accrued leave	MHR Secured Docs
MHR Mediclinic Moonlighter application form	MHR Secured Docs
Procedure for telephonic leave payout requests	Annexure 1 - MHR Secured Docs