



LEAVE – PANEL MEMBERS

PURPOSE

The purpose of this policy is to ensure the correct handling of leave.

SCOPE

This policy applies to:

- MHR Management
- MHR Coordinators
- Admin Assistants
- MHR Panel members
- Pay office personnel
- MHR Clients

POLICY STATEMENT

- Leave is granted 1 hour for every 17 hours worked
- Panel members have the option to not accrue leave by having it included in their tariff per hour (Option A) or to accrue leave by excluding it in their tariff per hour (Option B). See Annexure A.
- The balance of the accrued leave will be paid out annually at the end of the financial year (31 March) and may not be carried over to the next tax year.
- Accrued leave balance less than R100 will be carried over to the next year and not be paid out.
- Accrued leave has been taxed during accumulation and will therefore not be taxed when paid out.
- Panel member to complete the Application for payout of accrued leave (Annexure A) form and forward it to their local MHR branch if he/she wants accrued leave to be paid out.
- **Only amounts in excess of R300 will be paid out.**
- Payout of leave to be approved by Branch manager and forwarded to the pay office for processing.
- Pay office to receive leave applications before 11:30 to process on Daily run.
- Late applications will be processed the next working day.
- No leave applications will be processed on the day of the weekly payrun, if no public holiday in the week, the weekly payrun will be on a Wednesday.
- Application of payout of accrued leave document to be filed on panel members file.

- Accrued leave to be loaded by Payroll Officers on CRS.
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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 option form	Branch Office
Application for payout of accrued leave	Annexure A

APPLICATION FOR PAYOUT OF ACCRUED LEAVE

I, _____ () hereby
Name and Surname *MHR no.*

request that the following leave accrual amount of R be paid out to me as indicated on the attached pay advice

Signed at _____ on this _____ day of _____ 20____

Panel member

Branch Manager

For office use only

Captured by: _____

Date: _____