



SICK LEAVE APPLICATION

Sick leave will be managed in line with company policies.

Sick leave is only applicable to employee's medical needs. If an employee takes time off to care for a dependant who is unwell, the time off will be treated as leave without pay.

NAME: COMMENCEMENT DATE:

POSITION: IMMEDIATE MANAGER:

LEAVE TYPE

<input type="checkbox"/>	SICK LEAVE	PLEASE ENTER DATES		
		START OF LEAVE	FINISH LEAVE	RESUME WORK
		___/___/___	___/___/___	___/___/___

DURATION OF LEAVE:(Days)

MEDICAL CERTIFICATE OBTAINED: YES/NO

IF YES, INCLUDE/ATTACH THE MEDICAL CERTIFICATE.

APPLICANT'S SIGNATURE

IMMEDIATE MANAGER'S SIGNATURE

COMMENTS: _____

FOR HR DEPARTMENT USE ONLY		
APPROVED / DECLINED (SELECT ONE)		
TOTAL LEAVE ACCRUALS AS AT DATE: _____	WEEKS: _____	DAYS: _____
_____ HR MANAGER'S SIGNATURE	_____ DATE	