



## SICK LEAVE - PANEL MEMBERS

### PURPOSE

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

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### SCOPE

This policy applies to:

- MHR Management
- MHR Coordinator
- MHR Panel member
- Payroll Officer
- Payroll Clerk
- MHR Client

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### POLICY STATEMENT

- It is the panel member's responsibility to apply for sick leave benefits.
  - Sick leave is granted only in cases of illness, indisposition and injury that are not the result of the employee's own doing, misconduct or negligence.
  - Sick leave is granted only where MHR or the client's nursing coordinator confirmed the panel member, for the shift.
    - Weekdays/nights 24 hours prior to commencement of shift
    - Weekend confirmation, 36 hours prior to commencement of shifts on a Friday
  - Sick leave is granted 1 (one) hour for every 26 (twenty six) hours worked over a 3 (three) year cycle. Cycle starts on date of engagement and cannot be carried forward.
  - The original medical certificate must be submitted if a person has been absent not later than one month after the sick leave period.
  - Original medical certificates of the following practitioners will be excepted if they are registered with a practice number (appears on sick leave certificate)
    - Medical practitioner (GP or specialist)
    - Homeopath
    - Chiropractor
  - The client must confirm that the panel member was booked for the shift/s.
  - The medical certificate must be forwarded to the Branch Manager.
  - Received medical certificate and approved attendance register must be forwarded to the Payroll office.
  - Injuries whilst on duty are processed as WCA leave – See Injury on Duty Policy.
  - An employee who falls ill on duty will be granted sick leave, if the above steps are followed.
  - No payment will be granted if sick leave is exhausted.
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**ASSOCIATED DOCUMENTS**

<b>Title</b>	<b>Location/Number</b>
Basic Conditions of Employment Act	Act no 75 of 1997
Basic Conditions of Employment Amendment Act	Act no 11 of 2002
MHR Attendance Register Policy	MHR Branch office
Medical Dental Act	Website

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