



LEAVE - PANEL MEMBERS

PURPOSE

The purpose of this policy is to provide more information regarding accrued leave and to specify the payment procedure of accrued leave.

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 **will accrue leave by excluding it from their hourly tariff so that it accumulates for a quarterly payout.**
 - All **accrued leave balances exceeding R100.00 are paid out on the scheduled quarterly payment date at the end of February, May, August and November each year.** Accrued leave balances less than R100.00 are paid out on the next quarterly payment date when the leave balance exceeds R100.00.
 - **Accrued leave is paid out automatically** according to the quarterly payment cycle confirmed above. Hence panel members do not need to apply for accrued leave to be paid out.
 - **Accrued leave is taxed during accumulation** and is therefore not taxed when paid out.
 - If the panel member's profile is terminated on the MHR system or if the panel member resigns, his/her **leave will be paid out with termination/resignation.**
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ASSOCIATED DOCUMENTS

Title	Location/Number
Basic Conditions of Employment Act 75 of 1997 and applicable Amendment Acts	
Leave and personal tax form	MHR Secured Docs
Mediclinic/ER24 Moonlighter application form	MHR Secured Docs