

ANNEXURE A

ABSENCE FROM WORK DUE TO SICK LEAVE

The line manager has to implement sick leave management when an employee is absent from work on sick leave taken within the parameters set out below:

- The employee takes sick leave more frequently without a validating definite diagnosis.
- The employee's sick leave allocation is close to being or has already been exhausted as regards the current sick leave cycle.
- The employee increasingly takes sick leave of two days or less and the eight weeks rule has been applied, calculated as from the commencement date of the current sick leave cycle.
- Communicable or non-communicable diseases (e.g. diabetes, cancer or HIV infection) have resulted in decreased productivity and attendance.

PROCESS FOR SICK LEAVE MANAGEMENT: HR PRACTITIONER

- Extract quarterly absenteeism reports and prepare statistics or trends to discuss with the environments concerned.
- Identify and investigate cases where sick leave has been taken more frequently but no definite diagnosis has been made.
- Monitor cases of absenteeism that have been flagged as potential risks.
- Identify other cases of potential incapacity for discussion with the ECA team (e.g. an employee diagnosed with a terminal illness, or a sudden deterioration in the condition of an employee suffering from a chronic illness).

Report potential risks to the wellness officer and the incapacity officer with the necessary sensitivity.