

Time off Procedure– HRP004



General

This policy outlines those conditions and responsibilities applicable to all personnel making an application for time-off.

1. Time-off conditions

- All personnel who require 2 hours time-off needs to work their full 40hours, for the week, before the time-off will be granted.
- Time-off needs to be taken in accordance with a pre-scheduled roster.
- Time-off will be granted at the discretion of the team leader/manager
- Earliest departure time in respect of time-off is 2pm

Time guidelines

*Start	*End	Friday departure	
7.30am	4.30pm	2pm	
8am	5pm	2.30pm	
8.30am	5.30pm	3pm	
9am	6pm	3.30pm	

Time related to the rotational Friday will be monitored by the Managers.

NB. The team leader/manager has the authority to cancel the approved time-off should it be in conflict with work related deadlines.

*Refers to the times the employee arrives at work and departs the office during the course of the week.

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Department:	Human Resources	
Responsibility by:	All / Facilities	
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