



# MAGNUM PERSONNEL

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## SICK LEAVE POLICY – 2019

The following conditions apply to all temporary / contract Magnum Personnel employees.

Sick leave is calculated as follows:

- 1 day paid sick leave for every 26 days worked.
- A valid doctor's note (including the practice number and full contact details) needs to accompany the leave form.

**Note:** As a temporary Magnum Personnel employee, you need to notify your Magnum Personnel Manager of any illness by **08h00** on the first day that you are absent / ill. Failure to notify your Magnum Personnel Manager could result in non-payment of the leave taken.

You need to complete a sick leave form and attach a doctor's note and send it through to Magnum Personnel or the leave will be taken off your annual leave or treated as unpaid sick leave.

**Note:** You need to produce a medical certificate if you are absent:

- For more than two consecutive days; or
- On more than two occasions during an eight week period

**Note:** *Magnum Personnel has the right to contact the medical officer and confirm if you visited their practice and if you were fit to resume work or booked off sick.*

**RECEIPT OF THE MAGNUM PERSONNEL SICK LEAVE POLICY 2019**

I ..... ID number .....,  
Acknowledge and confirm the receipt of my Magnum Personnel Sick Leave Policy  
and I have read and understand the contents thereof.

**I understand that I am a representative of Magnum Personnel and need to work accordingly.**

**SIGNED by:** .....

**SIGNED at:** .....

**DATE:** .....

**References:**

<https://www.labour.gov.za/legislation/acts/basic-guides/basic-guide-to-sick-leave>

**Note:** *Magnum Personnel has the right to contact the medical officer and confirm if you visited their practice and if you were fit to resume work or booked off sick.*