

8.1.3 Employees are only entitled to carry forward 10 days of annual leave to the next leave year. Annual leave days in excess of 10 days will be forfeited at the end of each leave year unless an officer seeks prior approval from the Permanent Secretary stating reason for not being able to fully utilize their leave days.

8.1.4 Annual Leave must be approved in advance on the relevant form, except in cases where the employee could not anticipate the absence where they are required to seek urgent approval from the Permanent Secretary via email or any other form of written communication.

8.1.5 All annual leave applications shall be submitted to the leave officer 2 days prior. Only very urgent cases should be directly submitted to the Permanent Secretary before 10am daily.

The Officer is required to report to work until a written approval is provided for their application.

8.1.6 NO retrospective leave will be entertained.

## **8.2 Sick Leave**

8.2.1 Officers are entitled to sick leave in accordance with the General Orders 2011. This leave cannot be accumulated.

### **8.2.2 Outpatient sick leave**

Outpatient sick leave shall be supported by a medical certificate obtained from a registered Medical Practitioner. This requirement shall be waived for absence on grounds of illness of not more than one day at a time however such absence shall not exceed an aggregate period of 6 days in any one leave year of service. On the 2nd day of absence the officer must make an effort to formalize the leave and if still feeling un-well, they are required to visit a doctor.

8.2.3 Applications for sick leave with or without sick sheet must be submitted to Corporate Service on the day the officer resumes duty. Late applications will require a valid explanation.