

SOUTH AFRICA LEAVE APPLICATION FORM

Employee Name: _____ Employee ID: _____

Department: _____ Position/Title: _____

Manager/Supervisor: _____

Leave Details:

Leave Type: _____

Leave Start Date: _____ Leave End Date: _____

Number of Leave Days: _____

Reason for Leave:

Leave Balance and Approval:

Current Leave Balance: _____

Leave Balance After This Leave: _____

Approvals:

Employee Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Clause 1 – Eligibility and Entitlement

Employees are entitled to leave in accordance with the South African Basic Conditions of Employment Act and applicable company policies. Leave must be applied for in advance and approved by the appropriate authority.

Clause 2 – Leave Types

Leave types include annual leave, sick leave, family responsibility leave, maternity leave, and others as prescribed by law and company policy. Employees must specify the type of leave requested.

Clause 3 – Application and Approval

All leave requests must be submitted using this form and approved by the employee’s manager/supervisor and Human Resources before leave is taken. Unauthorized leave may result in disciplinary action.

Clause 4 – Leave Pay

Leave will be paid in accordance with applicable laws and company policies. Sick leave requires appropriate medical certification.

Clause 5 – Leave Record and Balance

The company will maintain accurate leave records and notify employees of their leave balances. It is the employee's responsibility to monitor their leave entitlement.

Clause 6 – Return to Work

Employees must notify their manager immediately upon return and submit any required documentation. Failure to return without notice may be treated as abandonment of employment.

Clause 7 – Confidentiality

All personal and medical information related to leave will be treated confidentially and handled in compliance with applicable privacy laws.

Clause 8 – Amendments and Compliance

This form and the leave process are subject to change in accordance with amendments to South African labor law and company policy. Compliance is mandatory.

Clause 9 – Legal Compliance

This leave form and related processes comply with all applicable United States laws for HR and employment records management, ensuring enforceability and legal compliance in cross-jurisdictional contexts.

Clause 10 – Dispute Resolution

Any disputes arising from leave requests or approvals will be managed in accordance with company grievance procedures and applicable law.

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

Signature: _____

Signature: _____

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