



Overseas Worker Leave Application – Philippines

Revision History and Approval

Rev.	Nature of changes	Approval	Date
1			

Rationale:

Work life balance has always been a goal both employer and the employee since providing work life balance does not only gain employee's motivation but also loyalty and dedication towards their work. To support that, North Shore Nurses provides annual paid leaves to their employees.

Objectives:

- To establish a standard procedure on filing of leaves
- To have an accurate and reliable leave monitoring system
- To manage the expectations and broaden the understanding of the employees about this benefit.

Guidelines:

1. Planned leaves must be filed at least 3 days prior to leave. While for sick and emergency cases, leave form must be submitted immediately after commencing to work.
2. Three or more days leave due to illness shall require a medical certificate.
3. Leaves earned because of rendered work during Australia's public holiday, must be earned first before availing.
4. Carry over nor cash conversion of unused leaves are not allowed.
5. During probationary period, employee earns 1.25 leave per month that can be used as a paid VL/SL/EL upon regularization.
6. Fifteen days annual leaves are replenished during the anniversary hiring date of the employee.

Procedure:

1. Requestor fills up the Leave Application Form.
2. Requestor sends the leave application form to immediate superior for approval.
3. Requestor sends the approved leave application form to HR.
4. HR files the approved filed leaves accordingly to Time Doctor. Use the Payment tap and select Edit Absent/Late Reasons.
5. HR sends feedback to requestor that approved leave has been filed.