

Additional process information

- **Sick leave** - Sick staff seeks medical attention from an approved medical practitioner. If staff are given any sick leave, they bring it to the company doctor who fills out a form to advise on the number of sick days. The sick leave form is forwarded to the HR office (see attached form).
- When the employee returns from sick leave, Dümme Orange sends her/him to the company doctor to assess on progress. If fit for work, the employee is allowed back at work. If not, doctor advises on best course of action.
- **Vacation** - If an employee wants to go on leave, they alert their line managers 2 days in advance who then sends the request to HR for processing. The leave has to be signed by the employee and approved by line manager before they embark on the said leave.
- **Request for petty cash** needs to be authorised by the MD. Cash is then collected from cashier. Upon return, the staff fills in the expense form(see attached) and attaches the original receipts for accountability purposes. The receipts and the expense form are then forwarded to the accounts office to be acted on.