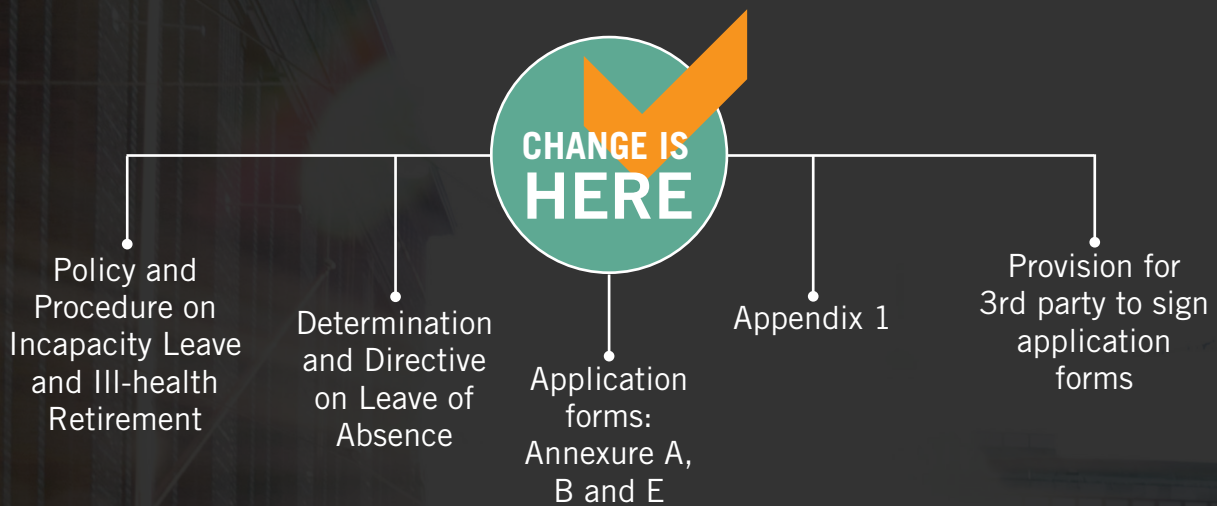


POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR)



Background to changes:

The PILIR modality was subjected to an independent review in 2016. Based on the review recommendations from all stakeholders, amendments on the PILIR and leave determination were made

Notable changes in application process requirements:



- 1** New application forms are to be used when applying for TIL and IHR. Ask your HR departments for the new forms.
- 2** When applying for short temporary incapacity leave, you must submit the new Annexure A, a medical certificate and Appendix 1.

Ask your HR department to provide you with the Appendix 1 form.

Appendix 1 must be completed by the treating doctor.

Appendix 1 does not replace the medical certificate

Very important: As of 1 October 2021, if Appendix 1 is not attached on the application pack, the application will be considered to be incomplete by the HRM.

- 3** **Employee:** Complete the application forms fully, including details of illness on the Annexure.
- 4** **Supervisor/manager:** Complete the part titled **Motivation by supervisor/manager** fully, this is essential information (Part D on Annexure A, Part E on Annexure B and E).

It is advisable for employees to take the Appendix 1 form to their doctor on their first visit if they think they might need to apply for TIL. Employees need to keep track of their available sick leave days.

New application forms are shorter but still provide information that is essential for decision making.