**Guidelines for requesting Annual Leave**

The District provides Annual Leave which meets the requirements of current employment legislation, and in most cases, exceeds those requirements. No District employee will be given an annual leave allowance which falls short of the statutory requirements.

The following points shall be considered when requesting Leave;

***Annual Leave Entitlements***

* Staffs governed by the General statutes No 86/2013 of 11/09/2013 shall be entitled to an annual leave of thirty (30) calendar days refer to Art 19.

* Staff governed by the Labour Law No 13/2009 of 27/05/2009 shall be entitled to eighteen (18) working days, refer to Art 53.

***Staff on Probation***

* A newly recruited Staff shall enjoy annual leave after twelve (12) months including the probation period (i. e count from the start date of employment and this is applicable to staff governed by the General statutes No 86/2013 of 11/09/2013
* A newly recruited Staff shall enjoy annual leave after twelve months including the probation period (i. e count from the start date of employment and this is applicable to staff governed by Labour Law No 13/2009 of 27/05/2009

***Annual Leave Plan***

* Directors of Departments to coordinate the exercise of annual leave planning with their Staff at the beginning of each financial year
* HR to consolidate the annual leave plans for all Departments
* Mgt team (Nyobozi)to approve the annual leave plan

***Formal Request***

* Annual Leave form filled by the staff and this should be submitted ***15 working days*** before the start date of annual leave
* Submitted to Line Manager (Director of the Department) for comments
* HR to check whether the staff has the requested days
* HR Submits to Executive Secretary for approval (where applicable)

***Annual Leave Record keeping***

* Upon approval, the annual Leave form shall be provided to the Staff and a copy maintained in the personal file
* Update the annual leave records (both soft and hard)