

Daily TRO TIP

Recording of Sick Leave

- Certified Sick Leave is entered from the first date of absence and should include rest period / weekend if the sick leave absence spans the rest period / weekend i.e. the employee must be absent both before and after the rest period / weekend

The following are examples to assist you:

- *An employee works 5/5 roster Monday to Friday. He/she goes sick on Monday and resumes duty the following Monday. Sick leave in this instance should be recorded Monday – Friday and the rest days Sat & Sun are not recorded as sick leave. The sick leave in this case did not span the rest period as the employee resumed duty on Monday (next rostered day on duty)*
- *If however the employee did not resume duty on the next rostered day then the weekend must be recorded as sick leave*
- For sick leave that spans a number of weeks you must extend the SL record do not create a new SL record each week
- The enhanced SL schemes will be pre-populated. These include CIP, TRR, SAPS Injury at Work. If you find that they have not been pre-populated please contact NPR immediately as this will result in an overpayment.

TRO Daily Tip

SICK LEAVE CODES:

Code	SL type	Comment
A004	Self-Certified Sick Leave	Limit of 7 days Self certified SL in a rolling 24 month period.
A003	Certified Sick Leave	It is important that for the overall sick leave count that the correct code is used regardless of whether the EE is on full pay, half pay or nil pay
	Enhanced schemes i.e. CIP, TRR, serious physical assault scheme or injury at work	Pre-populated by NPR
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	SL after ML	EE may have access to additional sick leave at half pay (HR circular 24/2015 refers)