



# MANAGING ABSENTEEISM AND LEAVE ABUSE

Empowering Supplier  
Level 2 B-BBEE Contributor  
53% Black Owned  
More than 51% Black Women Owned

**Date:** 5 December 2023  
**Venue:** Online via Zoom  
**Time:** 09h00 – 12h00 or  
13h00 – 16h00  
**Price:** R997,50 (excl. VAT)

All online courses are subject to minimum delegate numbers

## Who Should Attend:

- HR managers and practitioners
- Business owners and managers
- Labour Law practitioners
- Industrial relations officers
- General managers

## COURSE OUTLINE

Traditional forms of leave - annual, sick and family responsibility leave – have been significantly increased since the introduction of C19, parental, adoption and commissioning surrogacy leave. Add to this the sick leave provisions under COVID-19. We will take you through a detailed journey that addresses how to ensure that the correct legal and business approach is taken in managing these situations. Specific areas we will cover include those set out below.

- Types of leave
- The annual cost of leave to the employer
- Which of these forms of leave lend themselves to abuse?
- Identifying leave abuse patterns
- Which medical certificates to accept
- Evidence that the employee is required to present across the different forms of leave
- A process flow to address abuse
- Tracking all forms of leave
- In COVID-19 identifying the entitlement to sick leave, annual leave and COIDA
- Case studies

Managing absenteeism and leave abuse becomes increasingly important as the Labour Laws Amendment Act comes into effect with extended parental, adoption and commissioning parental leave. The reality is that workforce planning and production as well as labour relations processes to deal with these instances become more critical than ever. Managing absenteeism requires an integrated strategy and leave abuse must be stamped out unconditionally. Join us to get the inside track on this.

## ABOUT THE PRESENTER



### GRANT WILKINSON

Director of Kirchmanns Inc. and Senior Consultant at Global Business Solutions.

Grant is an admitted attorney with a wide-range of experience in both consulting and training. Grant's focus areas are: Labour Law, industrial relations, legislative development, commercial law, consumer protection, corporate governance and human resources.

All workshops are offered as customised In-house training that can be presented virtually or on-site. Contact us for more information.

## REGISTRATION FORM

To secure your place at this webinar – please complete and sign the following and email the booking form to Cynthia Streicher: [cynthia@globalbusiness.co.za](mailto:cynthia@globalbusiness.co.za)

Our standard procedure is to acknowledge receipt of registration in writing.

If you have not received same, please contact us to confirm we have received your registration before incurring any additional expenses

<b>Course Name:</b>		<b>MANAGING ABSENTEEISM AND LEAVE ABUSE</b>				<b>Date:</b>	<b>5 December 2023</b>		
East London		Johannesburg		Port Elizabeth		Cape Town		Durban	
<b>Company Name :</b>						<b>Tel No:</b>			
						<b>Fax No:</b>			
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<b>DELEGATE DETAILS</b>									
	<b>Delegate Name</b>	<b>ID Number</b>	<b>Email</b>			<b>Indicate Time Attending</b>			
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<b>Job Title (specific):</b>		
<b>Signature:</b>		
<b>FEE EXCLUDING VAT PER DELEGATE (Please select an option)</b>		<b>COST/ DELEGATE</b>
<b>Course Name: Managing Absenteeism and Leave Abuse</b>		R997,50 (excl. VAT)
<b>Please indicate method of payment</b>		EFT      Credit Card
<b>HOW DID YOU FIND OUT ABOUT THIS COURSE?</b>	<b>E-mail:</b>	<b>Other (Please specify):</b>
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