



Mbuyelo Group (Pty) Ltd

MEMORANDUM

To: All Mbuyelo Employees
From: Group HR Manager
Date: 15 July 2024
Re: Adherence to the Leave policy and procedure

Dear Colleagues,

As part of our ongoing commitment to maintaining a productive and healthy workforce, I'd like to remind you of the importance of adhering to the Company's leave policy and procedure. This is specifically for the **Annual Leave**.

Below is the guideline for annual leave days available:

Employee Category	Statutory	Non-Statutory	Total Days
Employees at C-level and below working on a 5 day shift a week	15	0	15
Employees at C-level and below working on a 6 day shift a week	18	0	18
Employees on D-level and above	15	5	20

Please Note that:

1. Employees will not be paid for leave days that fall under statutory leave, unless they are terminated by the Company. Employees must take leave within their leave cycle, and six (6) months grace period is given after the cycle has lapsed. This will be done through forced leave. Reminders to be communicated by HR/payroll.
2. Failure to take leave within the grace period will lead to employees forfeiting their leave for the said cycle leave.
3. Please contact the HR department for further clarity and assistance.

Kind regards,

Beauty Setsiba
Group Human Resources Manager