

ADMIN HOURS APPLICATION – TO BE SUBMITTED STRICTLY IN ADVANCE

NAME: _____

DESIGNATION: _____

I hereby request permission to take admin hours on

Date: _____.

Time: _____ TOTAL HOURS: _____

I need to do the following admin task *that cannot be done on a weekend (state why)*:

I have read and understand the information below. I also understand that this is an in-house arrangement that takes cognisance of the inconvenience in completing administration tasks due to the hospital's deep rural location. I am aware that this arrangement is a privilege and not a right.

Signed: _____ Date: _____

HOD Approved: _____ Date: _____

Clinical Manager: _____ Date: _____

ADMIN HOURS ARE APPROVED FOR THE FOLLOWING TASKS ONLY:

1. Servicing or repairing your car
2. Renewing car license disc
3. Booking or renewing driver's license
4. Banking in person (where there is a reason this cannot happen on a Saturday)
5. SARS related business – registration / proof of person / tax submission
6. Visa, passport or ID applications or collections which cannot be done on a Saturday
7. Registration for a study course which must be done in person

Exceptions may be granted at Dr Gaunt's discretion and will then be added to the list as such.

Admin hours should be taken on a Friday unless there is a valid reason they cannot happen on another day. You may use a total of **15 admin hours** in a year. (This is equivalent to three full Fridays, or two other full weekdays, but can be taken as hours where practical.) **NB.** Normal leave rules apply in terms of number of people away at a time. Normal "exception" rules apply in case of emergency.

If you use all your Admin Hours, you will need to accumulate further discretionary hours through Pharmacy Stocktake or take Annual Leave. (We do not allocate extra hours through "clock-watching" as this discourages a team approach.)

Remember that planned (elective) doctor's or other health appointments fall under SICK leave. Attending a graduation ceremony falls under STUDY leave. If your child or spouse/life partner requires medical attention, that falls under FAMILY RESPONSIBILITY leave. Other family ceremonies or responsibilities require ANNUAL LEAVE.

For office use:

Admin Hours captured?

Running total of hours taken this year: _____