



## **LEAVE AND ABSENCE POLICY AND PROCEDURES**

### **1 STATEMENT AND SCOPE**

**1.1**

**1.2**

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**1.3**

### **2 ANNUAL LEAVE**

**2.1**

2.5

2.6



**10 SABBATICAL LEAVE**

**10.1**

**10.2**

**10.3**

**10.4**

**11 SICKNESS ABSENCE**

**11.1**

**11.2**

**11.3 Monitoring and managing sickness absence**

**11.4 Managers responsibilities**

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