



By your leave

## Description

The Human Capital team encourage all Line Managers and employees to actively engage in effective leave planning.



At AfroCentric Group, we value the wellbeing of our people and understand that thoughtful absence management plays a key role in maintaining a healthy work-life balance while also supporting sound

financial governance. To help us all stay aligned with our Absence Management Policy and ensure smooth operations, please take note of the following important guidelines in our Leave Carry-Over Policy (Permanent Employees):

- A maximum of 15 leave days may be carried over from one leave cycle to the next.
- Carried-over leave should be used within six months; any unused leave after this period will unfortunately be forfeited.

While system alerts will assist with reminders, we encourage everyone to take ownership of their leave planning and usage.

Note: In the spirit of consistency and fairness, exception-based carry-over approvals previously granted have been phased out. Going forward, all leave carry-overs should align with the policy provisions.

### **Apply in advance**

Line Managers are required to ensure that all types of annual leave, including vacation, religious holidays and study leave, are applied for and approved in advance of the intended leave period.

We appreciate your continued support and collaboration in ensuring policy compliance and promoting a balanced and productive work environment for all.

### **Category**

1. Our People

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