REDEEMERS HEALTH VILLAGE

Human Resources Department

LEAVE POLICY

Policy Code: HR-POL-016

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Relevant Standards

- Labour Act of Nigeria (Cap L1 LFN 2004) — Annual Leave, Sick Leave and Maternity Leave provisions
- RHV Maternity and Paternity Policy (HR-POL-017)
- RHV Disciplinary Action Policy (HR-POL-005)
- ILO Conventions on Workers with Family Responsibilities (No. 156)

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2024	New Policy Implementation	
2	Final	June 5, 2025	Policy Review & Update	CHRO
3	Final	April 28, 2026	Board Submission Revision	CHRO/CEO

1. Introduction

Redeemers Health Village (RHV) recognises the importance of providing employees with adequate time away from work for rest, health needs, family responsibilities, and personal development. A well-structured, consistently applied leave framework is fundamental to employee wellbeing, sustainable productivity, and the uninterrupted delivery of quality healthcare. This policy establishes clear, fair, and operationally sound provisions for all forms of leave available to RHV employees.

2. Purpose

This policy provides a standardised, transparent framework for the administration of all forms of employee leave at RHV. It defines leave entitlements, eligibility criteria, the approval process, managerial responsibilities, and the consequences of unauthorised absence ensuring consistency, fairness, and compliance with Nigerian labour law across all departments.

3. Scope

This policy applies to all employees of RHV — full-time, part-time, temporary, and contract staff — as well as volunteers and interns, except where the specific terms of their engagement expressly vary these provisions. Leave entitlements during the probationary period are limited as described in each section.

4. Types of Leave and Entitlements

4.1 Annual Leave

Employees are entitled to a maximum of twenty (20) working days of paid annual leave per leave year. Annual leave does not accrue during the probationary period and may not be taken until the probationary period has been successfully completed.

Annual leave schedules must be planned at the departmental level to ensure adequate staffing coverage at all times. All annual leave requests must be submitted to the line manager via the PAID HR system or by email at least two (2) weeks before the intended start date. Unused annual leave may not ordinarily be carried over to the following year; exceptions require written approval from the CHRO.

4.2 Sick Leave

Employees are entitled to a maximum of twelve (12) working days of paid sick leave per annum. A medical certificate from a registered medical practitioner at an approved healthcare provider must be submitted on the employee's first day of resumption in each of the following circumstances:

- The illness falls on a Monday or Friday
- The illness falls on a day immediately preceding or following a public holiday
- The absence extends beyond one (1) consecutive day

Initial sick leave may not exceed three (3) consecutive days without a further medical evaluation and appropriate certification. Sick leave beyond three (3) consecutive days requires reassessment by a medical officer designated by RHV. Sick leave may not be certified solely by colleagues — all certifications must come from an approved external or RHV-employed medical practitioner acting in a clinical (not collegial) capacity. Abuse or misuse of sick leave is a disciplinary offence under the RHV Disciplinary Action Policy (HR-POL-005).

4.3 Compassionate and Bereavement Leave

A maximum of five (5) working days of paid compassionate or bereavement leave per annum is granted in the event of the serious illness or death of an immediate family member — defined as a spouse, child, parent, or sibling. Where additional time is required beyond five days, management may approve further absence on an unpaid basis, at its discretion. Employees are required to provide appropriate documentation (e.g., hospital letter, death certificate) upon resumption.

4.4 Study and Professional Development Leave

A maximum of five (5) working days of paid study or professional development leave per annum may be approved for attendance at conferences, workshops, seminars, examinations, or other professional learning activities directly relevant to the employee's role at RHV. Approval is subject to operational requirements and adequate departmental coverage. Study leave for personal academic examinations not directly related to the employee's RHV role is treated as unpaid leave, unless the employee compensates the time by working additional approved shifts as mutually agreed with the line manager. All professional development leave is governed additionally by the RHV Training, Conferences and External Workshops Policy (HR-POL-022).

4.5 Maternity and Paternity Leave

Maternity and paternity leave entitlements, eligibility criteria, pay structures, special provisions, and application procedures are governed exclusively by the RHV Maternity and Paternity Policy (HR-POL-017). That policy is read in conjunction with and forms part of this framework. Refer to HR-POL-017 for all provisions relating to pregnancy, childbirth, adoption, and antenatal attendance.

4.6 Casual and Emergency Leave

All confirmed employees are entitled to five (5) days of casual or emergency leave per leave year. Casual and emergency leave is available only to employees who have fully utilised their twenty (20)-day annual leave entitlement. It is intended for genuine, unforeseen personal emergencies and is not a routine supplement to annual leave. All casual or emergency leave requests must be approved by the line manager. Where possible, at least 24 hours' advance notice must be given, except in genuine emergencies.

4.7 Unpaid Leave

Extended Maternity Leave

Female employees who wish to extend maternity leave beyond the standard three (3) months may apply for up to a further three (3) months of unpaid extended maternity leave. This extension is subject to Management approval and is unpaid.

Leave of Absence

Employees who require an extended period away from work beyond their annual leave entitlement — for personal or study-related reasons — may apply for a Leave of Absence, which is without pay. For study-related leave of absence, the employee must have completed a minimum of two (2) years of continuous service with RHV. A study-related Leave of Absence may not exceed one (1) year. All Leave of Absence requests are subject to Management approval and are not guaranteed.

5. Leave Application and Approval Process

1. All leave requests — except genuine emergencies — must be submitted to the line manager via the PAID HR system or by email at least 48 hours before the intended start date.
2. Line managers review all requests against departmental staffing requirements and operational needs, and approve or decline within a reasonable timeframe. Approval must be communicated to the employee promptly and in writing.
3. Upon approving any leave, the line manager must notify HR and update the PAID HR system promptly, so that leave records remain accurate.
4. Leave not approved by the line manager before commencement is treated as unauthorised absence and is subject to the provisions of Section 7 below.

6. Managerial Responsibilities

- Line managers are responsible for managing, tracking, and recording the leave entitlements of all staff within their department, ensuring that entitlements are not exceeded.

- Line managers must ensure that approved leave does not compromise patient care or operational continuity. Staggered leave planning at departmental level is mandatory.
- Line managers must communicate all approved leave decisions to the employee and to HR promptly, and update the PAID HR system without delay.
- Line managers must ensure that all leave records are accurate and reflect actual time taken. Inaccurate leave records — whether in favour of the employee or the hospital — are a serious governance and payroll risk and will be treated accordingly.

7. Unauthorised Absence and Exceeding Approved Leave

Any absence from work that has not been approved in advance — or any absence that extends beyond an approved leave period without authorisation — constitutes unauthorised absence. The consequences of unauthorised absence are as follows:

- Salary Deduction: Each day of unauthorised absence is treated as a day without pay and deducted from the employee's salary in the relevant payroll month.
- Formal Warning: A formal written warning is issued by HR for any instance of unauthorised absence, in accordance with the RHV Disciplinary Action Policy (HR-POL-005).
- Escalating Consequences: Repeated or prolonged unauthorised absence may result in further disciplinary action up to and including termination of employment.
- Medical Evidence: Where an employee claims illness as the reason for an unapproved absence, RHV may require a medical certificate and reserves the right to request an independent medical assessment. Where medical evidence is not provided or is unsatisfactory, the absence will be treated as unauthorised.

8. Return to Work

Employees returning from any form of leave particularly sick leave of more than three days, maternity leave, or extended leave of absence must complete a Return to Work discussion with their line manager on the day of or the day before their return. The discussion is documented by the line manager and a copy sent to HR. For extended clinical absence, a fitness-to-work clearance from a medical officer may be required before the employee resumes patient-facing duties.

9. Roles and Responsibilities

Employees

Submit leave requests in advance through the approved process; provide required documentation on resumption; adhere to all leave entitlement limits; report absence due to illness as early as possible on the day of absence.

Line Managers

Plan and approve leave fairly and in accordance with this policy; maintain accurate leave records; manage staffing impacts of leave; communicate all approvals promptly to the employee and to HR.

HR Department

Maintain the leave management system; monitor leave usage and entitlements; advise managers and employees on policy; manage exceptions and disputes; report leave trends to the CHRO quarterly.

10. Monitoring and Review

HR monitors leave usage quarterly and reports patterns of excessive absence, departmental leave management concerns, or leave policy non-compliance to the CHRO. This policy is reviewed annually by the

CHRO. Any significant changes are approved by the CEO and the Board and communicated to all staff before taking effect.