

Annual Leave Procedure

1. Request for Annual Leave

You must ask your Hotel Manager or the Head Chef regarding the dates you wish to take off as annual leave. It is up to the Host Employer to agree to your request, as each establishment differs in rostering and staff movements. HGT cannot overturn their decision to agree or deny your request. Please provide plenty of notice when requesting leave periods.

2. Annual Leave Form

Please complete Application for Leave and return it to HGT or fax to 8223 6170.

3. HGT Confirmation

Hospitality Group Training will fax back to the establishment where you are placed, the final confirmation of leave. This will take into account whether you have sufficient leave accrued.

PLEASE NOTE: Annual leave accrues or is saved up at a rate of 2.92 hours per week, and your annual leave accrual per year is 152 hours.

Sick Leave Procedure

1. Communication with Host Establishment

You must contact your host establishment, namely your hotel manager, head chef or direct supervisor if you are unwell. Preferably well before you are due to commence your shift. And this will allow the host establishment sufficient time to make alternate staffing arrangements due to your absence.

SMS or text messaging is not an acceptable form of notification!!!

2. Communication with Hospitality Group Training

As your employer, it is mandatory that you contact Hospitality Group Training immediately after you have contacted your Host Establishment. Failure to do so will result in a verbal warning from your employer. Ongoing breaches of communication of sick days off may result in written warnings and disciplinary action.

3. Confirming your sick day with Medical Certificate

Should you have time off due to illness, in **ALL CASES**, you should provide Hospitality Group Training with a medical certificate. This will ensure that Hospitality Group Training can make suitable arrangements to pay any sick leave entitlements.

4. Conditions of Employment

Sick leave procedure and annual leave procedure are a condition of your employment.

PLEASE NOTE: Sick leave accrues at a rate of 1.46 hours per week for every week you are employed as an apprentice or trainee ie 10 days per annum.