Leave Bank Policy and Procedure

CODE:	P095
OPERATIONAL OWNER:	People & Culture Department
REVIEW DATE:	December 2025
POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1.0	The purpose of this policy is to establish a process through which ITS employees may donate leave to assist colleagues experiencing crucial need.	Stephanie Muscat	BOG	16/12/2025

External Refences

Definitions

Abbreviations

ITS	Institute of Tourism Studies
HOD	Head of Department

INSTITUTE OF TOURISM STUDIES

Contents

A. Policy and Procedure.....4
B. Document Retention.....5
C. Review.....6
D. Document Control.....6
Annex 1 – ITS Leave Donation Form.....7

INSTITUTE OF TOURISM STUDIES

A. Policy and Procedure

Purpose

To allow ITS employees to voluntarily donate accrued vacation leave hours into either
(a) a central ITS Leave Bank for colleagues in need, or
(b) directly to a specific eligible employee.

Eligibility;

Donors:

Must have sufficient accrued vacation leave, beyond any retained balance requirements.

Donation is entirely voluntary, and donors may contribute via the ITS Leave Bank Form.

Maximum donation 96 hours per calendar year.

Recipients:

Must have exhausted all available vacation and sick leave.

Must have used up all sick leave from the past three years prior to the request date.

Requests only accepted for qualifying situations such as serious personal illness.

Requests must be endorsed by the Head of Department (HoD) and approved by the People & Culture Department.

Donation Process

1. The employee donor completes the online ITS Leave Bank form
2. Choose whether to donate into the central bank or to a specific colleague.
3. Submit donation form reduces donor's vacation leave balance once processed (non-refundable).

Request Process

1. Employee in need sends an email to their HOD, attaching medical proof or official documentation.

2. HOD reviews the request and endorses if criteria are met, then forwards to People & Culture department.
3. People & Culture department evaluates the employee's leave balances and approves if qualified.
4. If approved, People & Culture department updates the Dakar system to reflect the transferred hours within five (05) working days.

Balances & Limits

Recipients must fully exhaust their own vacation and sick leave (including sick leave of past three years) before accessing bank hours.

Donated hours in leave bank may have expiry rules or maximum aggregate annual release based on usage trends and to prevent over-accumulation.

Confidentiality

Donation and use data will be treated with discretion.

Only the HOD and People & Culture team view recipient details and personal documentation.

Administration & Tracking

Unused bank hours remain available until utilized.

Donated hours cannot be refunded back to donors after transfer.

Notifications

Donors are notified when their donation is processed and leave balance updated.

Recipients receive confirmation of approved hours and any bank balance remaining.

Review and Amendments

This procedure is subject to periodic review by the People and Culture Department and may be updated as necessary.

B. Document Retention

Category	Retention Period

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	New Policy	16/12/2025	16/12/2030

Annex 1 – ITS Leave Donation Form

ITS Leave Donation Form

Purpose:
This form is used by ITS employees who wish to voluntarily donate a portion of their leave hours to the ITS Leave Bank.

Employee Details

- **Name:**

  _____
- **Surname:** _____
- **ID Number:** _____
- **Department:** _____

Leave Donation Details

- **Number of Leave Hours to Donate:** _____ hours
  (Note: Only annual leave hours may be donated. Minimum donation: 1 hour)

Employee Declaration

I hereby confirm that I am voluntarily donating the above stated number of leave hours from my personal annual leave balance to the ITS Leave Bank. I understand that this donation is non-reversible and will be used to support colleagues in need.

Employee Signature: _____

Date: _____

People & Culture Department Acknowledgement

We acknowledge receipt of the above donation and confirm that the corresponding hours will be credited to the ITS Leave Bank.

Signature:_____

Date: _____