

Absence from Work

Announcement

Following the announcement on COVID-19, I wish to assure you that the health and safety of our staff members is our priority. We thus need to look at alternative ways to keep working while protecting our staff at the same time.

The following procedures are put in place to accommodate administrative staff with regard to absence from work.

- In order to secure the safety of our NUST community in general, staff in consultation with their Director, may apply to work from home, if their jobs allow it. Work arrangements must be agreed upon with your line manager and Director.
- The closing of schools and pre-schools became a challenge to most parents who do not have the support structures to care for children at home. Staff in consultation with their Director, may apply to work from home, if their jobs allow it. If not allowed the staff member can apply for leave.
- Staff members who return from workshops and conferences abroad must isolate themselves for at least two weeks. A doctor's certificate stating that the staff member is in good health must be submitted to the Director and HR Department, before the person returns to work.
- This absence from work will be regarded as special leave. Such cases must immediately be communicated to the line manager and the HR Director.
- Staff members who experience flu symptoms must consult their Medical practitioner telephonically or contact the National COVID hotline and stay home for the period of illness. This absence from work will be regarded as sick leave and a Doctor's certificate must be submitted to the HR Department. If a staff member does not have any sick leave days to his/her credit, he/she must contact Ms Lyners to make alternative arrangements.

Please contact me if you need more clarity in this regard.

Enquiries:

Riëtte Duvenhage
Director: Human Resources
T: +264 61 207 2448
E: rduvenhage@nust.na