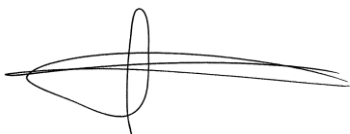


**Circular to the Industry**

**Re: Medical Certificates**

1. Sub-clause 19 (8) of the Main Collective Agreement provides that the Council is not required to pay an employee occasional sick leave if:
  - (a) the employee fails to produce a medical certificate stating that the employee was unable to work for the duration of that period of absence on account of sickness or injury.
2. Sub-clause 19 (9) provides that a medical certificate must be issued and signed by a medical practitioner or any person who is certified to diagnose and treat patients and who is registered with a professional Council established by an Act of Parliament. In this regard the onus is on employers and their employees to ensure that medical practitioners or any other persons are registered as provided for in this sub-clause.
3. The medical certificate should meet the following minimum requirement for it to be processed:
  - (a) The name and address of the medical practitioner must be clear and legible;
  - (b) the certificate must be signed by the said medical practitioner;
  - (c) the practice number must be reflected on the certificate;
  - (d) the period of illness/injury must be indicated; and
  - (e) certificates issued by hospitals must bear the said hospital's official stamp.
4. Should you have any questions please contact your local designated agent.

Yours sincerely



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Joe Letswalo  
National Secretary