

**GUIDES TO THE FILLING OF THE APPLICATION FORM
TOTAL TEMPORARY DISABILITY**



1. Application for temporary disability form

- The form has to be completed and signed by the patient and manager.
- The manager forwards the form to HR for capturing of leave information.

2. Request letter to doctor for Medical report (Annexure 2)

- The manager to please complete the letter by filling the following:
 - ✓ The doctors address and also address the letter to the patient's treating doctor.
 - ✓ The patient's name and company number
 - ✓ To please sign the letter on behalf to the SAPO medical practitioner.
- Than forward the letter to the doctor together with the Medical report form:
Application for Total Temporary Disability (annexure 1)

3. Submission of the application forms

- Submit the complete application form. Attached should be the following:
 - ✓ Completed application form.
 - ✓ Medical certificate for the period applied for.
 - ✓ Detailed medical report.
- Forward the completed application form to:

Mr Johan Theart

Employee Service Centre

South African Post Office Limited

PO Box 2120

Pretoria

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**Please do not send the application forms to the SAPO
Medical doctor.**