

Leave Application



HSRC
INTERNSHIP
PROGRAMME



Log in to the HSRC Intern Portal

<https://internportal.hsrc.ac.za>

Enter your login credentials to access your profile.



Navigate to 'Leave Management'

On the homepage, click 'Manage Leaves' from left-hand menu. Add leave.



Select Leave Type

Choose the type of leave you wish to apply for (e.g., annual, sick, special leave).



Select Dates

Specify the start and end dates for your leave request.



Upload Supporting Document

Include any required document (e.g., Medical certificate) Attachment is compulsory for Sick, Family Responsibility & Maternity leave



Submit Request

Once all fields are completed, click 'Submit' for approval by your Mentor/Supervisor.