

	Reference number	Date implemented
Document Name	LEAVE POLICY	

1. Introduction

- 1.1 **Leave:** Leave is intended to provide all staff with the necessary time-off to rest and spend quality time with family and friends.
- 1.2 **Legislation:** This policy and procedure is subject to the provisions of applicable legislation.
- 1.3 **Leave Planning:** Managers are to plan leave for all staff under their control in such a manner that sufficient staff is on duty at any given time, i.e. not all staff can take leave at the same time.
- 1.4 **December closure:** The company closes over a period in December as a result of public holidays and closure of regular clients over the period resulting in a reduced workload. The company will indicate in advance the period of closure and the majority of employees will be required to take annual leave over that period.
- 1.5 **Leave Cycle:** The annual leave cycle of each employee commences on the first day of the calendar year and ends on the last day of the calendar year, employees who commence employment after the first day of the calendar year will accrue leave on a pro rata basis and thereafter on an annual basis.
- 1.6 **Leave Accumulation:** Leave must be taken within 3 months of it becoming due and cannot be accumulated.

2. Annual leave

- 2.1 An employee is entitled to 15 working days per annum, and will accrue at a rate of 1,25 calendar days per month.
- 2.2 An employee is entitled to take leave accumulated in an annual leave cycle on consecutive days by prior written approval by the Manager responsible for the particular business unit in which the employee is employed. Consent by the Manager will be based on operational requirements.
- 2.3 An employee may only be granted annual leave equal to the number of days accrued to him/her.
- 2.4 Requests for annual leave must be made in writing on the company leave application form. (Appendix 1) and after approval be forwarded to the Human Resources Department.
- 2.5 The company will not require an employee to work during any period of annual leave.
- 2.6 Annual leave may not run concurrently with any paid sick leave.

- 2.7 Annual leave may not be exchanged for cash and will only be paid out on termination of the employee's employment with the company.

3. Unpaid leave

- 3.1 Unpaid leave will not be granted to any employee who has annual leave due to him/her.
- 3.2 Unpaid leave will be granted at the discretion of the responsible Manager and on completion of the company leave application form. (Appendix 1).
- 3.3 The relevant Manager in any one calendar year may grant a maximum of seven days unpaid leave.

4. Sick leave

- 4.1 In this policy, "sick leave cycle" means the period of 36 months' continued employment with the Company immediately following-
- 4.1.1 an employee's commencement of employment; or
 - 4.1.2 the completion of that employee's prior sick leave cycle.
- 4.2 During every sick leave cycle, an employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a six week period.
- 4.3 During the first six months of employment, an employee is entitled to one day's sick leave for every 26 days worked. After this the full leave entitlement is allowed.
- 4.4 During the first sick leave cycle, the employee's entitlement will be reduced by the number of days of sick leave taken during the first six months of employment.
- 4.5 Sick leave to which an employee is entitled will be granted on full remuneration.
- 4.6 The company will not pay an employee who is absent for more than two days, or for one day or more on more than two occasions during an eight week period, unless the employee produces a medical certificate, on his/her return to work, stating that the employee was unable to work for the duration of the employee's absence from work.
- 4.7 A medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament. A medical certificate can be rejected at the discretion of the responsible Manager.
- 4.8 Sick Leave Notification must be submitted on the company leave Application Form, (Appendix 1).

5. Maternity leave

- 5.1 The purpose of this policy is to enable permanent, full-time female employees to continue their career with the Company prior to and following confinement, without breaking their service.

- 5.2 Any female employee qualifies for maternity leave in terms of this policy.
- 5.3 Employees are entitled to a maximum of four (4) months unpaid maternity leave as set out in the Basic Conditions of Employment Act, 1997. However the company will still pay the employee's full medical aid contribution.
- 5.4 A doctor's certificate estimating the date of birth must be supplied two months prior to the expected date of birth.
- 5.5 Maternity leave is unpaid.

6. Family responsibility leave

- 6.1 Family responsibility leave applies to an employee;
 - 6.1.1 who has been in employment with the company for longer than four months; and
 - 6.1.2 who works for at least four days a week.
- 6.2 Family responsibility leave will be granted during each annual leave cycle, which the employee is entitled to take;
 - 6.2.1 when the employee's child is born;
 - 6.2.2 when the employee's child is sick; or
 - 6.2.3 in the event of the death of the employee's spouse or life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.
- 6.3 The company will allow three (3) days paid family responsibility leave per leave cycle to qualifying employees.
- 6.4 Family responsibility leave not taken during the leave cycle will lapse and may not be accumulated.
- 6.5 Notwithstanding paragraph 6.3, Management may extend the period of family responsibility leave to a maximum of seven (7) days. Consideration will be given to the relationship between the employee and the deceased, arrangements to be made and distance to be travelled, as well as the employee's length of service and past work performance.
- 6.6 Family responsibility leave will not be deducted from the employee's annual leave and will be granted at full remuneration.
- 6.7 The company leave Application form (Appendix 1) must be completed by the applicant and approved by the responsible Manager.

7. Study leave

- 7.1 Any course in a field of study which is related to the Company's work and that would benefit the employee's career with the company will be considered for study leave by the Human Resources Manager for final

approval by the responsible Manager.

- 7.2 Application for approval of a particular course for purpose of study leave during a year must be submitted before the end of February of each year. No study leave will be approved during a year if the course has not been approved before February of that year.
- 7.3 An employee will be required to submit a time table for his/her studies with exam dates where applicable.
- 7.4 Leave shall, at the discretion of the Human Resources Manager, be granted as follows:
 - 7.4.1 The employee will be granted two days study leave for each examination paper to be written by the employee.
 - 7.4.2 Study leave will be granted on the day preceding the examination date and on the date of the examination.
 - 7.4.3 When two examinations are to be written on the same day, the employee may be granted leave for the one day prior to the examination date and one day's leave on the date of the examination.
- 7.5 No employee will be granted more than ten (10) days study leave in any calendar year without the prior approval of the Managing Manager.
- 7.6 Study leave will be granted on full remuneration and will not be deducted from the employee's annual leave.
- 7.7 Study leave may not be accumulated from one calendar year to the next.
- 7.8 If the responsible Manager has approved the employee's course, the responsible Manager in consultation with the Human Resources Manager may approve study leave for a particular examination subject to this policy. The employee must apply for Study Leave on the company leave form. A copy of the learning institution's examination schedule must accompany submission of an application for study leave.

8. Public and religious holidays

- 8.1 Working overtime is an operational requirement of the business. Due to the fact that the majority of the company's employees are employed in service related work depending on our customers' needs, employees may be expected to work on public holidays on short notice. Employees not required to work may take paid leave on all days gazetted by the Government as Public Holidays.

9. Administration

- 9.1 Leave applications must be submitted to the Branch Manager or Business Unit Manager:
 - 9.1.1 three working days prior to the commencement of the leave in case of occasional leave;
 - 9.1.2 one month prior to the commencement of leave in case of annual leave.
- 9.2 The Manager may reduce the period of notice in consultation with the Human Resources Manager.

- 9.3 In cases of Sick Leave, the leave application must be submitted to the Manager on the day of the employee's return to work.
- 9.4 Leave Application forms need not be submitted for Public and Religious holidays as defined in this policy.
- 9.5 In the case of leave which is not approved, the Leave Application will be returned to the employee who must also be informed of the reason for the decision.
- 9.6 The Manager will forward the Leave Application to the Human Resources Department.
- 9.7 The Salaries Administrator will record the leave on the employee's record and reduce the employee's leave entitlement by the number of days taken.
- 9.8 The Salaries Administrator will file all applications for leave in the employee's personal file, which will be maintained for three years from the date of the termination of the employee's employment with the company.

10. Audit

- 10.1 The Human Resources Manager will audit leave and report exceptions (such as excess leave due or a deficit in the number of leave days due) to the Managers.
- 10.2 The Human Resources Manager may cause the number of days leave due to be altered in order to comply with legislation and this or other Company policies.

It is the employee's responsibility to contact management should he / she have any queries.

I, _____, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.

Employee signature as receipt hereof	
Date	