



OFFICE OF THE PREMIER

LEAVE POLICY

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1. Introduction

The Office of the Premier is committed in creating a working environment that is conducive to efficient and effective service delivery, and that is sensitive to the circumstances of its employees and to the administration of leave in a manner that promotes both these objectives.

2. Purpose

The purpose of this policy is to provide guidelines with regard to leave categories in the Office of the Premier and circumstances under which the Office may consider authorising such leave of absence and an employee's leave entitlement and conditions that the employee must adhere to access the said entitlement.

3. Regulatory Framework

3.1. This policy is regulated by the following:

- (a) Public Service Act, 103 of 1994, as amended;
- (b) Public Service Regulations, 2016; as amended
- (c) Basic Conditions of Employment Act, 75 of 1997;
- (d) Labour Relations Act, 66 of 1995 as amended;
- (e) Compensation for Occupational Injuries and Diseases Act, 1993
- (f) Determination on Leave of Absence in the Public Service, 2007 as amended.
- (g) Policy on Incapacity and Ill-Health Retirement (PILIR).
- (h) All relevant PSCBC Resolutions
- (i) DPSA directives, determinations and circulars

4. Scope of applicability

This policy applies to all employees in the Office of the Premier including contract, Internship and Work Integrated programme employees.

5. Definitions

- (a) Annual leave- means 22, 30 working days, annual leave with full pay granted during a leave cycle of 12 months, commencing on 1 January of each year.
- (b) Annual leave cycle or Calendar year- means from 1 January to 31 December of each year;
- (c) Audited leave: means accumulated annual leave prior to 1 July 2000 has been converted to working days.
- (d) Calendar month- means a calendar month as defined in section 1 of the Public Service Act, 1994.
- (e) Casual Employee- means a person employed on day to day basis who is paid a daily wage and who does not work more than 24 hours a month.
- (f) Capped leave- means audited leave that has been converted to working days up until 30 June 2000.
- (g) Child- for purposes of family responsibility leave due to death, means the employee's son or daughter, and where applicable son- or daughter-in-law, of any age.
- (h) Child- for purposes other than family responsibility leave due to death, means a person who is under 18 years of age unless defined differently elsewhere in this Determination and Directive.
- (i) Contract Employee: means a person employed on a temporary basis.
- (j) Day- means any days other than Saturdays, Sundays or Public Holidays as defined in the Public Holidays Act, 1994 (Act 36 of 1994)
- (k) Immediate family member for purposes of family responsibility leave due to death, means- the employee's parent, adoptive parent, step-parent, parents-in-law, sister- and brother-in-law, grandparent, child, adopted child, stepchild, grandchild or sibling.
- (l) Incapacity: means the loss of functional capacity, either mental or physical or both, as a result of impairment to such a degree that the employee is prevented from substantially meeting the specific requirements of his or her job thus rendering the employee unfit for work either temporarily or permanently.
- (m) Life partner: A person, registered with Human Resources Management, in a long term relationship with an employee without being legally married.
- (n) Normal sick leave- means 36 working days sick leave with full pay which is granted to an employee in over three year cycle, commencing on 1 January.

- (o) Permanent incapacity leave- means where an employee's degree of disability has been certified as permanent by a Medical Practitioner.
- (p) Previous leave- means unutilized working days annual leave accumulated during a specific leave cycle.
- (q) Shift worker-means an employment practice/ arrangement designed to make use of 24 hours, Monday to Sunday, and the working day is divided into number of shifts performed by a separate group of employees, rather than a standard working day.
- (r) Temporary incapacity leave- means additional sick leave with full pay in the event of serious illness, which is not permanent, if the 36 working days normal sick leave credits in three-year sick leave cycle have been exhausted.
- (s) Working days- means Monday to Friday, except in the case of shift workers whose annual leave may be taken on a Saturday and Sunday.
- (t) Health Risk Manager- means an independent natural or juristic person appointed by the Employer to advice on the granting of incapacity leave and ill-health retirement of employees.
- (u) Work day- equates to the employee's number of daily official working hours.

6. Policy principles

6.1. Annual Leave

- 6.1.1. Employees are entitled to the following annual leave per leave cycle commencing on 1 January of each year.
 - (a) Less than 10 years -22 working days per annum
 - (b) More than 10 years- 30 working days per annum
- 6.1.2. Employees who are appointed after the commencement of an annual leave cycle shall be entitled to annual leave on a pro rata basis determined as a fraction of the entitlement as per (6.1.1) above.
- 6.1.3. A period of at least 10 consecutive working days annual leave cycle shall be compulsory. The remaining days must be utilized within an 18-month period, calculated from the start of the relevant leave cycle.

- 6.1.4. The remaining leave days, if any, must be taken no later than 6 months after the expiry of the relevant leave cycle where after unused leave credits shall be forfeited.
- 6.1.5. Employees are urged to utilise their annual leave carefully and with circumspect and ensure that they have sufficient leave credits to cover compulsory closure of Office during the festive. If there are insufficient leave credits, the period of compulsory closure of Office will be covered by unpaid leave.
- 6.1.6. An employee must submit his/her application for annual leave in advance, unless unforeseen circumstances prevent him/her from doing so.
- 6.1.7. If confronted with unforeseen circumstances which necessitate the utilization of annual leave, the employee must personally notify his/her supervisor/manager immediately. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the unforeseen circumstances prevents the employee from informing the supervisor/manager personally.
- 6.1.8. An employee must submit an application for annual leave personally or through a relative, fellow employee within 5 working days after the first day of absence.
- 6.1.9. If the employee fails to submit the application on time or compelling reasons why an application cannot be submitted, the supervisor/manager must immediately-
- (a) Notify the employee that if such application is not received within 2 working days, the leave period will be regarded as unpaid leave; and inform the Human Resource division, should the employee default on the notification referred to in par 6.1.6. above, the relevant authority shall approve such absence as unpaid leave.
 - (b) Failure by the employee to submit his/her application form within the stated periods, or failure by the supervisor/manager to properly manage it, must be viewed in a serious light and disciplinary steps against the employee and/or supervisor/manager should be taken.
- 6.1.10. An employee's application for annual leave should not be unreasonably refused. An application for annual leave should take the service delivery requirements of a department into account.
- 6.1.11. Any refusal of annual leave must be confirmed in writing, stating the reasons and arrangements for rescheduling of the annual leave.

- 6.1.12. Written incidents of refusal of annual leave, stating the reasons and arrangements for rescheduling must be submitted to Human Resources Management for record keeping.
- 6.1.13. If, due to the employer's service delivery requirements, an employees' application for leave is denied and not rescheduled, such leave, must upon request, be paid to the employee at the end of the 6 months' period referred to in 6.1.4 above.
- 6.1.14. Annual leave applications must be planned during the beginning of the leave cycle. Such plans should be kept by the relevant supervisor/ manager.
- 6.1.15. Employees, suspended as a precautionary measure while investigations into allegations of misconduct are being completed or employees who have been suspended as a sanction as a result of misconduct within the 6 months (paragraph 5.1.3 above refers) after the expiry of the relevant leave cycle and who could not utilise their unused annual leave credits, must upon request, be paid out such annual leave credits at the end of the 6 months' period referred to in 5.1.4 above.

6.2. Annual Leave with full pay granted in excess

- 6.2.1. An employee may not be granted annual leave with full pay in excess of that which an employee is entitled to as set out in 5.1 plus capped annual leave in respect of employees who were in service prior to 1 July 2000.
- 6.2.2. If due to a bona fide error, such over-grant occurred, it must be deducted from the subsequent leave cycle. In order for such a correction to be effected on PERSAL, the Head of Department must have certified that the error was bona fide in nature. A copy of this letter or submission must be presented to the Departmental PERSAL Controller to register the system change control for the correction of the error.
- 6.2.3. If the employee exits the Public Service, the over-grant must be regarded as an overpayment, which must be recovered from her or him from any monies due to the employee. Should such monies not be sufficient, it will be recovered from the employee's pension or through legal action.
- 6.2.4. The days from the annual leave of the subsequent cycle may only be deducted or utilised in the case of employees who have been appointed during October-

December and do not have sufficient annual leave credits to cover the period of compulsory closure of Office.

6.3. Vacation leave during closure of Office

The absence during the compulsory closure of Office during the festive season will be covered with annual leave from employees. The period of closure of Office will be covered by unpaid leave for employees with insufficient leave credit.

6.4. Nomination of beneficiaries and leave pay-outs

6.4.1. Employees may, if they so desire, designate one or more beneficiaries to whom their leave pay-out may be paid in the event of their death while in service.

6.4.2. If an employee dies and has not nominated a beneficiary, the leave payout may be paid:

6.4.2.1. In full to the spouse/life partner of that employee; or

6.4.2.2. If there is no spouse/life partner, in equal shares for the benefit of minor and other children (including legally adopted children) of the deceased who, at the time of his/her death, were fully dependent on the employee; or

6.4.2.3. If there are no children, to the employee's estate.

6.5. Normal Sick Leave

6.5.1. An employee is entitled to 36 working days sick leave with full pay over a three year cycle. Unused sick leave credits shall lapse at the end of the three-year cycle.

6.5.2. It is incumbent on the employee to utilize and manage his/her normal sick leave responsibly and with circumspect.

6.5.3. An employee must submit his/her application for sick leave in respect of clinical procedures in advance; unless the treating practitioner certifies that such procedure have to be conducted as an emergency.

6.5.4. If an employee falls ill while on annual leave with full pay, such leave may be converted to sick leave provided that a certificate from a registered medical practitioner is submitted.

- 6.5.5. If overcome by a sudden illness/injury, the employee must personally notify his/her supervisor/manager immediately. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the illness/injury prevents the employee to inform the supervisor/manager personally.
- 6.5.6. An employee must submit an application for sick leave personally or through a relative, fellow employee or friend within 5 working days after the first day of absence.
- 6.5.7. If the employee fails to submit an application within the period indicated in paragraph 5.3.7 above, the following arrangements apply:
- (a) The employee's manager/supervisor must immediately notify the employee that if such application is not received within 2 working days, the sick leave will be deemed to be leave without pay. If the employee fails to submit the application on time the supervisor/manager must immediately inform the relevant Human Resource section/office that the relevant absence must be covered as leave without pay.
 - (b) Failure by the employee to submit his/her application form within the stated periods, or failure by the supervisor /manager to properly manage sick leave, must be viewed in a serious light and disciplinary steps against the employee and/or supervisor/manager should be taken.
- 6.5.8. An employee must submit a medical certificate in respect of his/her sick absence for every occasion of 3 or more days, issued and signed by a registered medical practitioner.
- 6.5.9. If the employer establishes a pattern/trend in the employee's utilization of normal sick leave, the employer must require the employee to submit a medical certificate from a registered medical practitioner, for periods of sick absences of less than 3 days, and the outlined eight week rule below will apply.
- 6.5.10. The absence without medical certificate referred to in 5.3.10 above should be covered as annual leave/unpaid leave if there are insufficient annual leave credits.

6.6. Eight week rule

An employee in his/her first 36 days normal sick leave period, who has been absent from work on more than two occasions during an eight week period, must regardless of the duration of the sickness or injury, submit a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury. The 8-week period shall be a calendar period and commences on the first day of an employee's absence due to sickness or injury. Any subsequent day of absence due to sickness or injury after the abovementioned period must then be regarded as the first day of the next eight-week period.

6.7. Training, fitment, adjustment or maintenance of equipment of disabled employees:

If the employee requires training related to a disability, e.g. a blind employee who has to get training with his/her guide dog, or go for maintenance work for equipment used as a result of his/her disability, the Head of Department may grant such employees time off in terms of the sick leave provisions.

6.8. Temporary Incapacity

- 6.8.1. Incapacity leave is not an unlimited additional sick leave days at an employee's disposal. Incapacity leave is additional sick leave granted conditionally at the employer's discretion, in accordance with the Policy on Incapacity Leave for Ill-Health Retirement determined by the Minister for Public Service and Administration.
- 6.8.2. An employee who has exhausted his/her normal sick leave during the prescribed sick leave cycle and who according to the treating registered medical practitioner requires to be absent from work due to a temporary incapacity, may apply for temporary incapacity leave with full pay on the applicable form prescribed in terms of PILIR in respect of each occasion.
- 6.8.3. The application form must, regardless the period of absence, be accompanied by a medical certificate issued and signed by a medical practitioner that certifies

his/her condition as temporary incapacity and if the employee has consented, the nature and extent of the illness or injury.

- 6.8.4. The Director-General or delegate, must within 5 working days from the receipt of the employee's application for temporary incapacity leave;
- (a) Conditionally grant a maximum of 30 consecutive working days temporary incapacity leave with full pay subject to the outcome of his/her investigation into the nature and extent of the employees illness/injury and
 - (b) Refer the application with all supporting evidence immediately to the Health Risk Manager in accordance with PILIR for an assessment and advice;
 - (i) On whether the employee's illness/injury justifies the granting of incapacity leave, and
 - (ii) Which steps, if any, in accordance with the procedures contained in item 10(1) of Schedule 8 to the Labour Relations Act, 1995, read with clause 7.5.1 of PSCBC Resolution 7 of 2000, as amended by PSCBC Resolution 5 of 2001 and 15 of 2001, are necessary.

6.9. Permanent Incapacity

- 6.9.1. An employee shall not directly access or apply for permanent incapacity leave. The Director-General may grant an employee up to a maximum of 30 working days permanent incapacity leave once s/he has, following the assessment and investigations in terms of temporary incapacity determined that the employee's condition is of a permanent nature.
- 6.9.2. The Director-General must during the period referred to in 5.5.1 above and in accordance with advice from the Health Risk Manager ascertain the feasibility of and implement its plan of action of securing alternative employment for the employee or adapting his/her duties or work circumstances to accommodate his/her incapacity. If both the Director-General and the employee are convinced that the employee will never be able to render an effective service at her or his level or rank, the employee may proceed with the process of termination of service on account of continued ill-health in terms of section 17(2) of the Public Service Act as amended.

6.10. Acceptance of Medical Certificates

6.10.1. For purposes of normal sick leave medical certificates issued and signed by the registered medical practitioners and persons who are certified to diagnose and treat patients and who are registered with the following professional councils established by an Act of Parliament shall be accepted:

- (a) The Health Professions Council of South Africa.
- (b) The Allied Health Professions Council of South Africa.
- (c) The South African Nursing Council.

6.10.2. A medical certificate must contain the following information:

- (a) The name, registration number, address and qualifications of the practitioner or person.
- (b) The name of the patient.
- (c) The date and time of examination.
- (d) Whether the practitioner is issuing the certificate as a result of personal observations during an examination or as the result of information received from the patient and which is based upon acceptable medical grounds.
- (e) The exact period of recommended sick leave.
- (f) If the practitioner or person uses pre-printed medical certificates, wording not applicable to the patient must be deleted.

6.10.3. Medical certificates that do not describe the nature and extent of an employee's illness for sick leave taken **during the normal sick leave cycle**, will only be acceptable if the employee does not show patterns of sick leave abuse. These types of medical certificates will influence future decisions on incapacity leave applications of the employee.

6.11. Unpaid Leave

6.11.1. If an employee has utilized all her/his annual leave with full pay and all capped leave, Director-General may grant him/her unpaid leave.

- 6.11.2. Only in exceptional circumstances shall the Director-General grant the employee more than 184 calendar days of unpaid leave in a period of 18 months. Unpaid leave should be regarded as calendar days.

6.12. Leave for Occupational Injuries and Diseases

- 6.12.1. Employees who, as a result of their work, suffer occupational injuries or contract occupational diseases shall be granted occupational injury and disease leave for the duration of the period they cannot work.
- 6.12.2. Approval of such leave is granted provided that the employee should report the injury in writing to HRM. The employer furnishes proof of registration of the injury on duty with the Compensation Commissioner, as well as the granting of the claim by the Compensation Commissioner.
- 6.12.3. If an employee suffers a work related injury as a result of an accident involving a third party, the Department may grant her or him occupational injury and diseases leave provided that the employee-
- (a) Brings a claim for compensation against the third party, and
 - (b) Undertake to use compensation (in terms of the Compensation for Occupational Injuries and Diseases Act, 1993) received to recompense as far as possible the costs arising from the accident.

6.13. Pre-natal leave

- 6.13.1. A pregnant employee is entitled to 8 working days pre-natal leave, per pregnancy, allowing the employee to attend medical examinations by a medical practitioner or midwife, and tests related to the pregnancy.
- 6.13.2. An employee can utilise a full day or part of a day for pre-natal leave. The Director-General shall maintain a system to record episodes where the employee utilised part of a day. One day's pre-natal leave shall be deducted once the duration of absences equates the employee's prescribed daily working hours.
- 6.13.3. An application for pre-natal leave should be supported by reasonable proof that the employee attended a doctor's appointment and/or went for tests related to the pregnancy.

- 6.13.4. An employee who has used all her pre-natal leave may, subject to the approval of the Director-General, apply to use available annual leave and/or unpaid leave.
- 6.13.5. Absences related to medical complications during the pregnancy will be covered by sick leave.

6.14. Maternity Leave

- 6.14.1. An employee is entitled to four (4) consecutive calendar months paid maternity leave to commence:
 - (a) At any time from four weeks before the expected birth or
 - (b) On a date from which the attending medical practitioner certifies that it is necessary for the employee's health or that of the unborn child.
- 6.14.2. Maternity leave may be extended upon application by:
 - (a) the granting of sick leave as a result of a medical complication;
 - (b) the granting of annual leave; or
 - (c) the granting of up to 184 calendar days unpaid leave.
- 6.14.3. Employees, who, during the third trimester of their pregnancy, experience miscarriage, still birth or termination of pregnancy on medical grounds, shall be eligible for six consecutive week's maternity leave, where after, 5.11.2, shall apply in the event of a medical complication.
- 6.14.4. Provisions in 5.11.2 above shall also apply to an employee who experiences a miscarriage, still birth or termination of pregnancy on medical grounds, after the commencement of maternity leave. The period prior to the miscarriage, still birth or termination of pregnancy shall be regarded as special leave with full pay.

6.15. Adoption Leave

- 6.15.1. An employee, who adopts a child that is younger than two years, shall qualify for adoption leave to a maximum of 45 working days, where after, 5.11.2(b) and 5.11.2(c) shall apply.
- 6.15.2. If both spouses or life partners are employed in the Public Service, both partners will qualify for adoption leave provided that the combined leave taken does not exceed the 45 working days mentioned in 5.12.1 above.

6.16. Surrogacy leave

- 6.16.1. An employee who is a commissioning parent in terms of a surrogate motherhood agreement contemplated in the Children's Act, 2005, is entitled to 4 consecutive calendar months' paid leave from the date of birth of the child.
- 6.16.2. If both commissioning parents, are employed in the public service, only one such parent will qualify for the surrogacy leave
- 6.16.3. An employee who is a surrogate mother in terms of the Children's Act, 2005, is entitle to 6 consecutive calendar weeks' leave after the birth of the child.

6.17. Family Responsibility Leave

- 6.17.1. Employees shall be entitled to 5 days paid family responsibility leave per annual leave cycle for utilization if;
 - (a) The employee's spouse or life partner gives birth to a child; or
 - (b) The employee's child, spouse or life partner is sick.
- 6.17.2. Employees may be granted 5 days paid leave per annual leave cycle for utilization if;
 - (a) The employee's child, spouse or life partner dies; or
 - (b) The employee's immediate family member dies.
- 6.17.3. Proof substantiating the reason for family responsibility leave taken in the form of a birth certificate, death certificate, medical certificate and/or affidavits stating the reason for absence must be submitted upon return.
- 6.17.4. Employees who have utilized all their family responsibility leave may:
 - (a) use available annual leave, and/or
 - (b) use up to 184 calendar days of unpaid leave.
- 6.17.5. In order to access family responsibility leave when a life partner is sick an employee must have registered his/her life partner on a prescribed form and submit to Human Resources Management for updating of personal particulars.
- 6.17.6. The granting of family responsibility leave related to 5.14.2 above, must be taken with due consideration of the employee's cultural responsibilities.
- 6.17.7. An employee who has a child(ren) with severe special needs shall be granted five (5) working days family responsibility leave per calendar year.

6.17.8. For the purposes of paragraph 5.14.7, a child with severe special needs is a child who has a mental, emotional or physical disability, certified by a medical practitioner, which requires health and related services of a type or amount beyond that required by children generally. For the purposes of this provision “child” means the employee’s son or daughter of any age. An application for family responsibility leave should be supported by reasonable proof to demonstrate the severe special needs of the employee’s child.

6.18. Paternity leave

6.18.1. An employee shall be granted three (3) working days paternity leave per calendar year for utilisation if the employee’s spouse or life partner gives birth to a child or adopts a child not older than two (2) years. An application for paternity leave shall be supported by reasonable proof.

6.18.2. An employee who has used all his/her paternity leave may, subject to the approval of the Director-General, apply to:

- (a) use his/her part or all of 5 working days family responsibility leave provided for in paragraph 5.14.1(a), above; or
- (b) use available annual leave; or
- (c) use up to 184 calendar days of unpaid leave.

6.19. Special Leave

6.19.1. Employees are entitled to different categories of special leave as stipulated under Determination and Directive on Special Leave in the General Public Service Sectoral Bargaining Council (GPSSBC).

6.20. Leave for office bearers or shop stewards of recognized employee Organisations

6.20.1. Leave for shop stewards of recognised trade unions is 15 working days in a leave cycle.

6.20.2. The 15 working days shall be pooled per recognised trade union.

- 6.20.3. The Head of Department shall appoint an administrator of the pool. The Head of Department shall develop standard operating procedures to ensure that the utilisation of the pool is properly managed, recorded and monitored to ensure that the leave days available in the pool is not exceeded and/or abused.
- 6.20.4. Shop steward leave may only be utilised for activities related to the employee's union position. All applications for this type of leave must be submitted in writing on the prescribed leave application form, together with supporting documentation.
- 6.20.5. Leave taken by a shop steward while initially on annual leave, and has performed union activities during such leave, shall be converted to shop steward leave, upon the receipt of a formal request with supporting documentation from the affected shop steward.
- 6.20.6. The shop steward leave provisions shall be granted provided that the relevant recognised employee organisation has submitted a list of its nominated shop stewards to Human Resources Management (Labour Relations).

6.21. Leave taken as part of the day

An employee may be granted leave as part of a day. Line Managers must keep manual records of the utilisation of leave taken for part of a day. After reaching the prescribed daily number of working hours, the employee must complete and submit a leave form. Leave that may be taken as part of the day are annual leave, normal sick leave, family responsibility leave, pre-natal leave, shop stewards

6.22. Leave Provisions for Contract Employees/ Interns and Work Integrated programme employees

- 6.22.1. The provisions applicable to permanent employees apply mutatis mutandis to contract/ Interns and Work Integrated programme employees appointed by the Office, suffice to indicate the following:

6.22.1.1. Annual Leave

- (i) A contract employee shall at the beginning of his or her contract period be granted annual leave that is proportional to his or her term of employment.
- (ii) Employees who have been in employment for longer than four months, are entitled to payment in respect of any unused annual leave credits in an annual leave cycle in the event of the termination of their services, calculated using her or his basic salary.
- (iii) Contract employees may nominate one or more beneficiaries to whom their leave pay-outs as contemplated in 5.21.1 above may be paid in the event of their death.

6.22.1.2. Sick Leave

Contract employees are entitled to one day sick leave for every completed month of employment.

6.22.1.3. Pre-Natal Leave

A contract employee who is pregnant shall qualify for pre-natal leave at a rate of 1 working day paid leave for each calendar month of her term of contract to a maximum of 8 working days.

6.22.1.4. Maternity Leave

Contract employees are entitled to maternity leave that is proportional to the duration of the contract at a rate of 10 days calendar days for each month of term of contract to a maximum of 4 months, thereafter maternity leave without pay shall be granted not exceeding 4 consecutive months.

6.22.1.5. Family Responsibility Leave

Contract employees may be granted family responsibility leave for utilization on the same basis as permanent employees.

6.22.1.6. Attending interviews

Contract employees may be granted special leave for utilization on the same basis as permanent employees.

7. Roles and responsibilities

7.1. Directorate: Human Resources Management

The Human Resources Management directorate will be responsible for the following:

- (a) The provision of guidance, support and advice on the implementation of the policy;
- (b) Arrange and facilitate workshops on leave management and administration;
- (c) Record all leave taken by employees accurately and in full;
- (d) Analysis of leave patterns and provide reports;
- (e) Update leave credits on the PERSAL system;
- (f) Provide leave credits to line managers.

7.2. Line Managers

The line manager will be responsible for the management of leave by:

- (a) Ensuring employees do not abuse leave;
- (b) Ensure that leave in their sections is planned;
- (c) Monitoring attendance registers;
- (d) Recording of leave taken as part of the day.
- (e) Keep and monitor leave registers.
- (f) Ensure that employees have sufficient leave credits before leave is undertaken.
- (g) Designate an employee within the directorate/ sub-directorate/ unit to serve as Leave Officer for keeping of leave registers, submission of leave application to Human Resources Management, and request leave credits from the Human Resources Management.

8. Policy monitoring and review

The Director: Human Resources Management shall monitor the implementation of this policy and review it once every five years and/ or as the need arise.

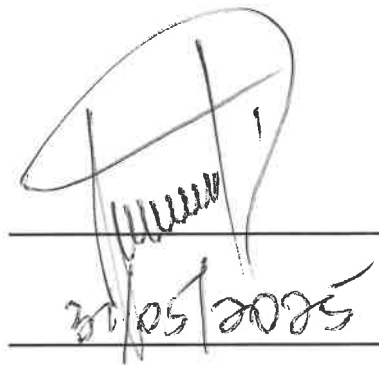
9. Compliance

The Auditor-General and Internal Audit shall determine through regular audits compliance to this policy. Failure to comply with this policy will result in disciplinary action.

10. APPROVAL

DIRECTOR-GENERAL :

DATE OF APPROVAL :

Handwritten signature and date. The signature is written over a horizontal line. Below the signature, the date "20/05/2025" is written over another horizontal line.