



LEAVE POLICY

Draft: for approval with effect from 01 July 2022

1. PURPOSE

The purpose of this policy is to regulate leave matters of employees of Cederberg Municipality.

This policy applies to all employees of the Municipality and must be read concomitant with the

- 1.1 Labour Relations Act, 1995 (Act 66 of 1995) as amended from time to time;
- 1.2 Basic Conditions of Employment Act, 1997 (Act 75 of 1997) as amended from time to time;
- 1.3 Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended from time to time;
- 1.4 All collective agreements, as amended from time to time, concluded in the South African Local Government Bargaining Council [SALGBC];
- 1.5 Employment Contracts in terms of Proclamation R.805 dated 1 August 2006, as amended from time to time, of the Municipal Manager and Directors directly accountable to the Municipal Manager; and
- 1.6 Municipality's System of Delegation, as amended from time to time.

2. BACKGROUND

The legislation and agreements referred to in paragraph 1 deal with the following leave types:

- 2.1 Annual Leave;
- 2.2 Sick Leave
- 2.3 Maternity Leave

- 2.4 Family Responsibility Leave
- 2.5 Shop Steward Leave
- 2.6 Special Leave (which constitutes
- 2.7 Study Leave
- 2.8 Leave of absence for obligatory course/study requirements
- 2.9 Leave to attend a court of law to give evidence on being summonsed as a witness
- 2.10 Sport participation
- 2.11 Quarantine and isolation under medical instructions
- 2.12 Occupational injuries and diseases
- 2.13 Leave without pay.
- 2.14 Time off in lieu of overtime

In order to regulate the leave matters of employees, the provisions set out hereunder shall apply.

3. ANNUAL LEAVE

- 3.1 An employer shall grant an employee the following annual leave in a leave cycle:
 - 3.1.1 Twenty-four (24) working days for a five- (5) day worker; and
 - 3.1.2 Twenty-seven (27) working days for a six- (6) day worker.
- 3.2 An employee is required to take leave within each leave cycle as follows:
 - 3.2.1 A five- (5) day worker shall take a minimum of sixteen (16) working days leave; and
 - 3.2.2 A six- (6) day worker shall take a minimum of nineteen (19) working days leave.
- 3.3 Any leave in excess of forty-eight (48) days may be encashed should the employee be unable to take such leave, despite applying and because the employer refused to grant him such leave, as a result of the employer's operational requirements. If, despite, being afforded an opportunity to take leave, an employee fails, refuses or neglects to take the remaining leave due to him during this period, such remaining leave shall fall away.

- 3.4 All employees have the same leave cycle, namely from 1 January to 31 December of each year. Employees who start working in the middle of a leave cycle accrue leave on a pro rata basis for the first part of the cycle.
- 3.5 At the end of a leave cycle, an employee may not have more than 48 days annual leave to his credit. Any leave credit above 48 days must be taken. Forfeiture of leave shall be dealt with in accordance with the relevant Collective Agreement
- 3.6 In the event of the termination of service, an employee shall be paid his leave entitlement calculated in terms of the relevant provisions of the Basic Conditions of Employment Act 75 of 1997, provided that no employer shall be obliged to encash more than 48 days annual leave upon the termination of that employee's contract of employment. On termination of service, leave entitlement is paid as follows:
- 3.6.1 all compulsory leave not taken in the last leave cycle before termination of service to a maximum of 16 days at full remuneration;
- 3.6.2 remaining leave days at gross salary.
- 3.7 Leave may be taken as consecutive days or as separate days.
- 3.8 Should an employee commence service at the latest on the 15th (fifteenth) day of a month, he/she will be regarded for leave purposes, as having commenced service on the first day of the month and if the employee commenced service after the 15th (fifteenth) day of the month, he/she will be regarded for leave purposes to have commenced service on the first day of the following month.
- 3.9 Should an employee's services terminate before the 15th (fifteenth) day of the month, he/she will be regarded for leave purposes to have terminated his/her services on the last day of the previous month and if the employee's services terminate on or after after the 15th (fifteenth) day of the month,

he/she will be regarded for leave purposes to have terminated his/her services on the last day of the month.

- 3.10 In the case where an employee must take leave for unavoidable reasons, it remains the employee's responsibility to inform his/her supervisor that he/she is taking leave on the day(s) that he/she is away from the office, before 10:00 on the day of absence, and provide reasons why he/she cannot be at work. Non-adherence to this clause will invite disciplinary action and the employee's salary for the day will be forfeited, unless the employee can show good cause why they could not contact their immediate supervisor.
- 3.11 Where an employee takes leave for three consecutive weeks or 15 consecutive working days, an employee may knock off at 15h00 on the day preceeding the date on which such leave commences, if such preceeding day falls on a Friday, the employee may knock off at 12h30.
- 3.12 Where an employee who is on leave, agrees to return to work for unavoidable reasons, such employee's leave must be credited with one day for every day worked. Leave shall be credited in full days irrespective of the hours it took the employee to complete the specific task. Employees may opt to add the credited leave to their interrupted leave period applied for.

If the employee must travel in excess of 60km to the office to perform work, such employee will be reimbursed for travelling cost and any losses suffered in terms of vacation and other costs, provided the employee can provide reasonable proof of such loss.

Agreement of reimbursement must be done in writing before the employee commences work, or as soon as the employee arrives at work. The agreement may be via **memorandum**, email, sms or other messaging services, provided that a screenshot of such message or copy of such email or memorandum, **signed by the director / manager**, must be filed with the HR office and the Records office.

4. SICK LEAVE

- 4.1 An employer shall grant an employee eighty (80) days sick leave in a three (3) year leave cycle.
- 4.2 The employee shall be required to submit a medical certificate from a registered medical practitioner if more than two (2) consecutive days are taken as sick leave. **Medical certificates may be submitted via email or other messaging service and must reach the supervisor on the first day of sick leave, provided that the original be submitted on commencement of work.**
- 4.3 The employer is not required to pay an employee if such employee is absent for more than two days or two occasions during an eight-week period, and on request by the employer, does not produce 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. It is the responsibility of the employee and their supervisor to ensure adherence to this clause.
- 4.4 Where the Municipal Manager or his/her delegate suspects that an employee may be abusing the sick leave system, he/she may, with due warning, request the employee to produce a certificate signed by a registered medical practitioner stating the nature and duration of the employee's illness, even where only one day's sick leave has been taken. In the absence of same, the Employer will withhold payment for the relevant period of sick leave.
- 4.5 It is the employee's responsibility to inform his/her supervisor that he/she is taking sick leave on the day(s) that he/she is away from the office, before 10:00 on the day of absence.

Non-adherence to this clause will invite disciplinary action and the employee's salary for the day will be forfeited, unless the employee can show good cause why they could not contact their immediate supervisor.

4.6 Where employees choose to use registered traditional or alternative practitioners, certificates from said practitioners, who are registered with the appropriate professional body, will be accepted for a maximum of three (3) days continuous sick leave, after which a certificate from a registered medical practitioner will be required.

4.7 Sick leave can only be granted for periods of illness where the medical practitioner declared an employee unfit for duty due to illness. Routine and follow up consultations, medical tests or therapy sessions, where the medical practitioner does not declare the employee unfit for duty, do not qualify for sick leave. In such cases annual leave should be taken.

If the medical practitioner has not declared the employee unfit for duty, and the employee, however, become ill in the aftermath of such consultation, tests or therapy session, the employee may feel free to apply for sick leave without a medical certificate, subject to clauses 4.2 and 4.3 above.

4.4 Sick leave are regulated in consecutive cycles of three (3) years and accrue to an employee on the first day of such cycle, on the understanding that should an employee be appointed by Council during any such cycle, he/she will be credited on appointment with sick leave in accordance with the period from the date of appointment until the end of such cycle (pro rata).

4.5 Should an employee fall ill at work after 12:30 and **with permission of his/her supervisor**, leave his/her workplace as a result of the illness, the day will be regarded as a full day's work.

4.6 Unused sick leave expires at the end of the three (3) year cycle.

4.7 Sick leave can be granted in the case of alcohol and/or drug dependent employees who are prepared to attend treatment at a recognised centre/organisation or institution, **provided that proof of same is submitted**.

5. MATERNITY LEAVE

- 5.1 An employee, including an employee adopting a child under three (3) months, shall be entitled to receive three (3) months paid maternity leave, with no limit to the number of confinements or adoptions. This leave provision shall also apply to an employee whose child is still-born.
- 5.2 To qualify for paid maternity leave, an employee must have one (1) year's service with the employer.
- 5.3 Maternity leave may be taken at any time from four weeks before the expected date of birth, unless otherwise agreed, or on a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child.
- 5.4 No employee may work for six weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.
- 5.5 An employee who has a miscarriage during the third trimester of pregnancy or bears a stillborn child will be entitled to maternity leave of six (6) weeks after the miscarriage or stillbirth, irrespective of whether or not the employee has already commenced maternity leave at the time of the miscarriage or stillbirth.
- 5.4 Employees who have legally adopted a child up to the age of one year, will be entitled to two months maternity leave for the reception of the child. The employee is required to notify Cederberg Municipality as soon as reasonably possible that she has applied to adopt a baby.
- 5.5 An employee must notify the employer of their maternity leave, at least one month before commencement of maternity leave, unless complications arise which forces the employee to commence maternity leave on an earlier date, provided that a doctor's certificate must be submitted as soon as possible, but no later than one week after commencement of maternity leave.

6. FAMILY RESPONSIBILITY LEAVE

- 6.1 Family responsibility leave applies to an employee who has been in employment with an employer for longer than four (4) months.
- 6.2 An employer shall grant an employee during each annual leave cycle at the request of an employee, a total of five (5) days paid leave, which the employee is entitled to take, either when:
 - 6.2.1 the employee's child is born;
 - 6.2.2 the employee's child is sick;
 - 6.2.3 the employee's spouse or life partner is sick;
 - 6.2.4 in the event of death of:
 - 6.2.4.1 the employee's spouse or life partner; or
 - 6.2.4.2 the employee's parent, parents in-law, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

7. SPECIAL LEAVE: STUDY LEAVE

- 7.1 Study leave shall be recommended by the employees immediate superior on submission of proof of examination and registration at the learning institution in question
- 7.2 Study leave shall be granted on the basis of one day paid special leave for each day that an employee writes an examination plus an equivalent amount of days for preparation for the examination, subject to clause 8.3.
- 7.3 When an employee is required to write only one examination on one day in a calendar year, he shall be entitled to three days' special paid leave which shall include the day of the examination.
- 7.4 The said leave for writing examinations in terms of clause 7.1 must be approved in advance by the Employee's Manager or Director as the case may be.

8. SPECIAL LEAVE: LEAVE OF ABSENCE FOR OBLIGATORY COURSE/STUDY REQUIREMENTS

- 8.1 The fields of study must be approved in advance in accordance with Council policy and must be in accordance with the requirements of the curriculum of the approved course. Where no relevant policy exists, it shall be approved by the Municipal Manager or his assignee.
- 8.2 An employee attending a work-related training or study course shall be granted paid special leave for the full duration of the obligatory attendance requirements.
- 8.3 An employee attending an approved voluntary training or study course shall be granted up to ten (10) days' paid special leave and thereafter one day's paid special leave for every day's leave taken by the employee.
- 8.4 Leave referred to in clauses 7 and 8 shall be granted for a maximum of twice per subject/module to allow for supplementary examinations.
- 8.5 Clause 8 does not apply to compulsory training initiated by the employer.

9. SPECIAL LEAVE: TO ATTEND A COURT OF LAW TO GIVE EVIDENCE ON BEING SUMMONSED AS A WITNESS

- 9.1 On receipt of a written subpoena, an employee who is summonsed to attend a Court of Law as a witness shall be granted paid special leave for the period of absence from duty, provided that any witness fee received, excluding a travel and subsistence allowance, shall be reimbursed or recovered from the employee whatever the case may be.
- 9.2 Any employee who is arrested and appears in court as a result of charges laid by his employer and who is later acquitted shall be granted paid leave for the period of incarceration.

10. SPECIAL LEAVE: SPORTS PARTICIPATION

An employee who is elected by a recognised amateur or professional sports association, which sporting association must be recognised by NOCSA or the Council of Sport of South Africa, to:

- 10.1 Represent South Africa or the Province as participant in international or national sports competitions inside as well as outside the Republic of South Africa;
- 10.2 Accompany teams that will represent South Africa at international sports competitions inside as well as outside the Republic of South Africa as coach or manager;
- 10.3 Officiate at a national or international sporting event;

shall be granted paid special leave for the duration of the event for these purposes, subject to clause 14.4.

11. SPECIAL LEAVE: QUARANTINE AND ISOLATION UNDER MEDICAL INSTRUCTIONS

Where a registered medical practitioner has placed an employee under quarantine/in isolation in terms of the Public Health Act, 1977 (Act 63 of 1977) or any regulations in force there under, such an employee shall be granted paid special leave, provided that the medical certificate issued details the period of absence and the reason therefore.

12. SPECIAL LEAVE: COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES

- 12.1 An employee who sustains an injury or contracts an illness in the course of his official duties such as to entitle the employee to compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, shall be granted paid special leave for the period of incapacitation.

- 12.2 If an employee to whom special leave has been granted in terms of paragraph 13.1 is unable as a result thereof to take vacation leave, he/she shall be credited with the vacation leave which would otherwise have been deducted from his/her leave credit, over and above the maximum provided for in any law, SALGBC agreement or policy of the Municipality and be allowed to take it within 12 months after resumption of duty.
- 12.3 Special leave in terms of paragraph 12.1 shall not be granted if the Municipal Manager is of the opinion that the injury or illness is due to gross and wilful misconduct of the employee.
- 12.4 Special leave in terms of paragraph 12.1 will only be granted if the employee was booked off by the treating medical practitioner. Routine and follow up consultations or therapy sessions do not qualify for such leave.

13. LEAVE WITHOUT PAY

(Remuneration for this purpose as referred to in the Basic Conditions of Employment Act, 1997) Leave without pay as approved by the Municipal Manager or his delegate, which approval shall not be unreasonably withheld, shall be subject to the following conditions:

- 13.1 Leave without pay shall be granted only when all available vacation and/or sick leave has been exhausted.
- 13.2 For the period of leave without pay Council shall continue to make employer's contributions only to the employee's group life insurance scheme, pension and medical aid fund, provided that the employee also makes his contributions to the said funds, as well as any payment in terms of a collective agreement.
- 13.3 Annual leave will not be accrued during unpaid leave, and any bonus or incentive on returning from unpaid leave, will be pro rated to reflect the period of absence.

13.4 Employees who are incarcerated shall be on leave without pay, and not accrue any leave for the period, however, such employee may apply for leave for the period of incarceration, provided that he/she has leave to their credit.

13.5 Employees who are on paid suspension, and who is incarcerated during their period of suspension, will not be paid for such period of incarceration, as they will be unable to return to work, should the employer require it of them, however, such employee may apply for leave for the period of incarceration, provided that he/she has leave to their credit.

14. APPLICATION FOR SPECIAL LEAVE

14.1 Exigencies of the service must be taken into consideration.

14.2 Supporting documents, where required, must be provided with the application.

14.3 Application for special leave, must be approved by the Municipal Manager or his assignee, shall be considered in a bona fide manner, and shall not be unreasonably refused.

14.4 Special leave shall not exceed 20 working days in a leave cycle. This limitation does not apply to clauses 11 and 12, but includes clauses 9, 10 and 13. However, this limitation does not apply to sick leave as contemplated by clause 13.1.

15. LEAVE OF ABSENCE

15.1 All leave of absence due, granted and taken shall be recorded in a leave register (electronic format). It is the duty of the Supervisor to ensure that all instances of absence are recorded on the employees attendance register.

15.2 The onus rests on the supervisor/division head to ensure that all leave applications are approved on the leave system within a maximum of ten

(10) working days after the leave period. Should non-approval within the prescribed time frame occur due to an employee refusing or failing to timeously capture their leave application, the employee may forfeit his/her salary for the leave period.

15.3 An employee's leave record shall be available for inspection by the employee and/or his/her superiors at all reasonable times during office hours.

15.4 Notwithstanding the provisions of any law, leave of absence other than sick leave shall be granted with due consideration to the **operational** requirements of the Municipality's services.

15.5 If an employee who is on vacation, falls ill or sustain an injury, the portion of his/her leave during which such illness or injury lasts, can be converted to sick leave, provided that the employee has sick leave available.

16. GRANTING AND CANCELLATION OF LEAVE OF ABSENCE

16.1 Leave of absence shall be subject to the Municipality's approval in terms of its system of delegation.

16.2 Application for leave of absence shall be made by an employee in a form and/or manner as prescribed by the Municipal Manager or his/her delegate.

16.3 Notwithstanding the provisions of any law, collective agreement or policy of the Municipality, the Municipality may at any time cancel, postpone or interrupt leave of absence, other than sick leave, which has been granted to an employee should it be deemed necessary in the Municipality's interest to do so, and such an employee shall be compensated by the Municipality for irrecoverable expenses or commitments incurred by him/her before he/she had been notified of the cancellation, postponement or interruption.

16.4 Should an employee whose leave of absence is interrupted travel in order to resume duty, the Municipality shall pay his/her expenses for the forward and

return journey and he/she shall be regarded as being on duty while travelling.

- 16.5 Cancellation, postponement or interruption of leave of absence shall be confirmed in writing.
- 16.6 Should the Municipality refuse an employee's application for leave of absence, or cancel, postpone or interrupt such leave, the reasons for such action shall be noted in the leave register and the employee shall be credited with such leave over and above the maximum determined in terms of the provisions of any law, SALGBC agreement or policy of the Municipality and be permitted to take it within 12 (Twelve) months after the refusal, cancellation, postponement or interruption.
- 16.7 An employee shall not go off duty or absent him-/herself from duty without prior permission unless he/she is prevailed by sudden illness or owing to other circumstances acceptable to the Municipality from remaining on duty or reporting for duty.
- 16.8 Except in the case of sick leave, the period from the date on which an application for leave is received until the date on which the leave begins shall not be shorter than the period of leave applied for, provided that a shorter period may under exceptional circumstances be allowed by the Municipal Manager or relevant Director/Manager.
- 16.9 Sick leave shall not be granted to employees whose ill health has been caused by illegal activities.

17. UNAUTHORISED LEAVE

- 17.1 Should an employee be absent from his/her workplace without informing the supervisor of his/her absence or without prior permission, the period of absence will be regarded as unauthorised leave.

- 17.2 Unauthorised leave will be recorded on the leave register and the principle of no work no pay will be applied.
- 17.3 The principle of no work no pay will also be applied in the case of any strikes, whether the strike is protected or not.
- 17.4 Any period of unauthorised leave will not be deducted from any leave credits that the employee has to his/her credit.
- 17.5 Where an employee is absent without reason/authorisation for three days or longer, the Supervisor **must** inform both the salary and HR office regarding such absence, before 20th of **that** month, or if it is not possible, at the soonest date before payment of the employee's salary, for deduction purposes.

18. TERMINATION OF PERMANENT SERVICE AND RE-EMPLOYMENT

If a permanent employee whose service is terminated for any reason whatsoever is re-employed, such re-employment shall for leave purposes be regarded as a new appointment.

19. LEAVE OF ABSENCE GRANTED IN EXCESS

When more paid leave of absence than his/her due has been granted to an employee inadvertently but in good faith, and been taken by him/her, the leave granted in excess may be deducted from leave which may accrue to him/her, or the value thereof may be claimed from his/her salary, whichever the employee may prefer.

20. GRANTING OF SICK LEAVE: EXAMINATION BY A REGISTERED MEDICAL PRACTITIONER OR DENTIST

- 20.1 The Municipality may at any time require an employee to submit him-/herself to an examination by a registered medical practitioner or dentist appointed

by the Municipality, and the cost of such examination shall be borne by the Municipality.

20.2 The Municipality may, on the recommendation of a registered medical practitioner or dentist, compel an employee, who, in the Municipal Manager's opinion, is so indisposed that he/she cannot perform his/her duties properly, to take sick leave.

21. RESUMPTION OF DUTY BEFORE LEAVE HAS EXPIRED

Except with the Municipality's approval in terms of delegated authority, an employee shall not resume duties before the leave granted to him/her has expired.

22. LEAVE FOR PURPOSES OF TIME OFF IN LIEU OF OVERTIME

22.1 Leave/time off in lieu of overtime will be granted only for planned and approved overtime;

22.2 Leave for purposes of time off in lieu of overtime may be granted where an employee worked overtime without any compensation; provided that such overtime is authorised in terms of the Municipality's System of Delegation.

22.3 Overtime worked as provided for in paragraph 22.2 shall be captured on an overtime schedule, specifying the date, hours of overtime worked and hours taken, which schedule must be signed by the employee and his/her supervisor.

22.4 Application for leave in lieu of payment for overtime will be done on a prescribed application form. Applications for leave for purposes of time off in lieu of payment for overtime shall be submitted as provided for in paragraph 22.3. Such applications must be captured on the ESS System and submitted to the HR Office with the schedule referred to in paragraph 22.3.

22.5 Leave in lieu of overtime must be taken within 6 months from date of accrual. Time off not taken within 6 months will be forfeited. Time off to be

forfeited may, for operational reasons, be extended to a maximum of 12 months by the Municipal Manager or be negotiated for encashment, provided that sufficient funds are available.

23. PAYMENT OF LEAVE AT DEATH AND TERMINATION OF SERVICE

On the death of an employee while in the Council's service, the Estates Act, No 66 of 1965, determines that remuneration (including leave pay) must be paid into the employee's estate, and therefore annual leave pay of a deceased employee may not be paid directly to his/her spouse or dependents. If the employee dies or leave employment, on or before the 25th of a month and he/she had already received the full month's salary, the overpayment must be deducted from the leave pay.

The amount payable in terms of the abovementioned stipulation, is calculated according to the scale of remuneration to which the employee was entitled on the day immediately before the termination of his/her services or of his/her death, according to the circumstances.

24. ANNUAL LEAVE FOR EMPLOYEES APPOINTED IN TERMS OF SECTION 56/57 OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT

Leave provisions for all Section 57 employees are stipulated in the individual contract of employment.

25. LONG-SERVICE RECOGNITION

25.1 In addition to normal vacation leave, an employee shall qualify for the following additional leave as recognition for long service at the same employer which shall be credited once only on the date on which the various periods of continuous service are completed.

25.2 The long-service leave must be taken within one (1) year of receiving such leave or may be wholly or partially encashed.

25.3 Long-service leave is credited as follows:

25.3.1 After 10 years, 10 working days;

25.3.2 After 15 years, 15 working days;

25.3.3 After 20 years, 20 working days;

25.3.4 After 25 years, 25 working days;

25.3.5 After 30 years, 30 working days plus a 14th cheque;

25.3.6 After 35 years, 35 working days plus a 14th cheque;

25.3.7 After 40 years, 40 working days plus a 14th cheque;

25.3.8 After 45 years, 45 working days plus a 14th cheque.

The aforementioned 14th cheques will be payable with the employee's salary, in December of the year of entitlement.

25.4 The Collective Agreement on Conditions of Service for the Western Cape Division of the SALGBC stipulates in clause 5.1 that all conditions of service in force at the date of implementation, that are more favourable to employees than those provided for in the agreement, shall continue to be in force until 30 June 2011 and shall terminate on that date. To that effect the following conditions on long-service recognition will therefore continue until 30 June 2011, whereafter the conditions in paragraph 25.3 will be in force:

25.4.1 After 15 years, 19 working days;

25.4.2 After 20 years, 29 working days;

25.4.3 After 25 years, 29 working days.

26. OTHER TYPES OF LEAVE

26.1 Shopsteward Leave

26.1.1 This leave type must be used by shopstewards who take time-off for union activities.

26.1.2 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff

(Leave per Hour)" instead of the option "Standard Leave Application".

26.1.3 A supporting document must be attached to the leave application as proof of the activity.

26.1.4 The leave application is referred to Human Resources for a recommendation and is submitted to Payday.

26.2 Pooled Shopsteward Leave

26.2.1 If a specific shop steward exhausted his/her fifteen (15) days shopsteward leave for the year, he/she can take pooled shop steward leave to a maximum of six (6) days.

26.2.2 Pooled leave is compiled from other shopstewards leave that is not used during the year.

26.2.3 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff (Leave per Hour)" instead of the option "Standard Leave Application".

26.2.4 A supporting document must be attached to the leave application as proof of the activity.

26.2.5 The leave application is referred to Human Resources for a recommendation and is submitted to Payday.

26.3 Conference Leave

26.3.1 This type of leave is applied for when an employee attends a seminar or a conference and it is not possible to sign on or off on the biometric system (when such system has been implemented).

26.3.2 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff

(Leave per Hour)" instead of the option "Standard Leave Application".

26.3.3 A supporting document must be attached to the leave application as proof of the activity.

26.3.4 The leave application is referred to Human Resources for a recommendation but is not submitted to Payday.

26.3.5 This leave record is only used as verification with the biometric system for times where the employee did not sign on on the system.

26.4 Course Leave

26.4.1 This type of leave is applied for when an employee attends a course and it is not possible to sign on or off on the biometric system.

26.4.2 A supporting document must be attached to the leave application as proof of the activity.

26.4.3 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff (Leave per Hour)" instead of the option "Standard Leave Application".

26.4.4 The leave application is referred to Human Resources for a recommendation but is not submitted to Payday.

26.4.5 This leave record is only used as verification with the biometric system for times where the employee did not sign on on the system.

In-house training leave

26.4.6 This type of leave is applied for when an employee attends an in-house course and it is not possible to sign on or off on the biometric system.

26.4.7 A supporting document must be attached to the leave application as proof of the activity.

26.4.8 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff (Leave per Hour)" instead of the option "Standard Leave Application".

26.4.9 The leave application is referred to Human Resources for a recommendation but is not submitted to Payday.

26.4.10 This leave record is only used as verification with the biometric system for times where the employee did not sign on on the system.

26.5 Meeting / Appointment Leave

26.5.1 This type of leave is applied for when an employee attends a meeting or appointment and it is not possible to sign on or off on the biometric system.

26.5.2 A supporting document must be attached to the leave application as proof of the activity.

26.5.3 The leave can be put in per hour, in which case the employee must use the hourly option, namely "Leave Application for Hourly Staff (Leave per Hour)" instead of the option "Standard Leave Application".

26.5.4 The leave application is referred to Human Resources for a recommendation but is not submitted to Payday.

26.5.5 This leave record is only used as verification with the biometric system for times where the employee did not sign on on the system.

27. PAYMENT OF LEAVE AT SERVICE EXIT

If the employee leaves service, without approval, on or before the 25th of a month and he/she had already received the full month's salary, the overpayment shall be deducted from the employees leave payable to them.

The amount payable in terms of the abovementioned stipulation, is calculated according to the scale of remuneration to which the employee was entitled on the day immediately before the termination of his/her services. Any equipment in the employee's possession, or any damage to property that the employee may be held liable for, after being found guilty during disciplinary proceedings, shall also be deducted from their leave payable.

Should the employee return equipment belonging to Council, such employee will receive the balance of their leave payable.

28. IMPLEMENTATION OF THE POLICY

This policy will be implemented after approval by Council and will be reviewed by the Human Resources Office to align same with changes in legislation and or SALGBC Collective Agreements. If any legislation or Collective Agreement contradicts this policy, then such legislation and or Collective Agreement will supersede any contradictory clauses of this policy.