



MEMORANDUM

TO : ***ALL STAFF***

FROM : ***ASSOCIATE DIRECTOR: HUMAN RESOURCES***

DATE : ***9 NOVEMBER 2000***

SUBJECT : ***LEAVE REGULATIONS***

As a result of numerous requests from the Directors, HOD's and employees to clarify some of the regulations pertaining to leave, the following are leave regulations applicable to all staff members.

1. ACCUMULATIVE LEAVE

- (i) This leave is applicable to all permanent employees of the Technikon.
- (ii) Employees are expected to apply for same well in advance, unless otherwise there is an emergency.
- (iii) ***Rector/Deputy Vice-Chancellor/Registrar/Dean/Director/HOD's to confirm with Human Resources availability of leave days before approval.***
- (iv) When no leave days are available, ***unpaid leave*** will be granted.
- (v) If a permanent employee to whom accumulative leave with pay has been granted, takes ill while on such leave, that part of the accumulative leave during which he/she was ill may be converted into sick leave.

Provided that:

- (a) an employee shall apply in writing for such conversion within thirty (30) days of the expiry of his/her accumulative leave.
- (b) the period during which he was ill was at least five (5) working days.

2. ***SICK LEAVE FULL PAY***

- (a) Sick leave cycle is 90 days for every three (3) years, applicable to all permanent employees. Only one (1) day per completed month is applicable for non-permanent employees with the exception of Pay-By-Claims and Part-Time employees.
- (b) ***In terms of Section 22 of the Basic Conditions of Employment Act, the Technikon will not grant an employee sick leave for a period one (1) day or more if the application is not accompanied by a valid Doctor's note within an eight week period of such illness. Unpaid leave will then be granted.***
- (c) A valid Doctor's note to be attached for every sick leave taken exceeding three consecutive days.
- (d) Unused sick leave shall lapse at the end of a cycle and shall not be carried forward to the next cycle.
- (e) While on Technikon Vacation Leave no conversion will be approved should employee fall ill during the said period.

3. ***SICK LEAVE HALF PAY***

- (a) Sick leave half pay is ninety (90) days for every three years applicable to all permanent employees.
- (b) Once used all, unpaid leave is granted.
- (c) Remember to always attach Doctor's sick note to the leave form.

4. ***MATERNITY LEAVE***

- (a) A permanent female employee who is not entitled to any benefits in terms of the Unemployment Insurance Act, 1966 and who has been in the employ of the Technikon for at least 12 months, shall be entitled to seventy (70) days paid maternity leave plus a maximum of 14 days accumulative leave for her confinement.
- (b) A permanent female employee who is entitled to benefits in terms of the Unemployment Act, 1966 and who has been in the employ of the Technikon for at least twelve (12) months, shall be entitled to seventy (70) days paid maternity leave plus a maximum of fourteen (14) days accumulative leave for her confinement: Provided that the salary which she receives during such period of leave shall be reduced by the amount received in terms of the Unemployment Insurance Act, 1966.

- (c) A permanent female employee shall take at least twenty-eight (28) days leave before the anticipated date of confinement and least fifty-six (56) days after the confinement: provided that leave after confinement may be extended to eighty-four (84) days should the employee fail to take leave twenty-eight (28) days before confinement provided that the entitlement consists of seventy (70) days maternity leave plus a maximum of fourteen (14) days accumulative leave.
- (d) A permanent female employee is entitled to paid maternity leave on only two (2) occasions while she is in the employ of the Technikon. Applications for leave for adoption will be treated on individual merit.

5. UNPAID LEAVE

Granted only when an employee is absent without permission/no accumulative leave/sick leave half pay has been used up.

6. SPECIAL LEAVE WITH FULL PAY

Special leave with full pay may be granted for the following purposes:

- (a) for each day on which a person writes an approved examination.
- (b) when a person is absent from duty as a result of segregation or isolation on medical instructions where she/he was in contact with a person who has contracted, or is suspected of having contracted an infectious or contagious disease.
- (c) When a person is arrested or has to appear in court on a criminal charge and she/he is subsequently acquitted or the charge withdrawn.
- (d) When she/he is required to perform military service.
- (e) For a participation in sport and other cultural activities in accordance with Technikon rules.

LEAVE FOR STUDY AND RESEARCH PURPOSES

A permanent academic employee may after three (3) years of service apply for accumulative leave standing to his credit for purposes of study and/or research. The Technikon may upon submission of a satisfactory study and research programme, grant an equal number of days special leave with full pay for the said purpose. Provided that progress as reported regularly meets the approval of the Technikon. Provided further that the employee enters into a contract of repayment in the case of resignation or failure.

Any other permanent employee may be granted study leave on the basis determined by the Technikon.

EXAMINATION LEAVE

One day examination leave with full pay may be granted to a permanent employee for each day on which he writes an agreed upon approved examination. In addition one day examination leave with full pay may be granted to an employee in respect of each day that he is required in an approved examination: Provided that such additional paid leave is taken prior to writing the actual paper and the timetable is attached. **Re-writes do not qualify and supplementary examinations.**

COMPASSIONATE LEAVE

A maximum of seven working days per calendar year special leave with full pay may be granted in respect of the death of spouse, children, parents, brothers, sisters, grandparents, legal guardian or parents-in-law. When the employee's child is born/sick, an employee qualifies for three (3) days only, and this is included in the seven (7) working days granted per calendar year.

PUBLIC HOLIDAYS

Excluded to all accumulative, sick leave full pay, sick leave half pay and maternity leave.

7. ***NON-PERMANENT EMPLOYEES***

Sick leave full pay	-	1 day per completed month
Vacation	-	1.5 days per completed month (Admin)
Compassionate employees	-	three (3) days per year (only when the child is sick/born)
Accumulative	-	None
Maternity	-	None
Special	-	None
Study	-	None

[signed]

G.I. MAFEREKA

ASSOCIATE DIRECTOR: HUMAN RESOURCES

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