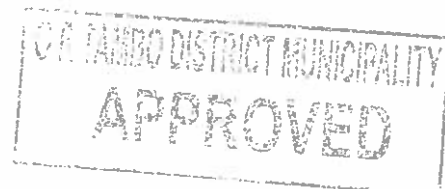


**O.R. TAMBO  
DISTRICT MUNICIPALITY**

## **LEAVE MANAGEMENT PROCEDURE MANUAL**

1



# TABLE OF CONTENTS

<b>CONTENTS</b>	<b>PAGE</b>
1.LEAVES	3
2.ANNUAL LEAVE	3
3.SICK LEAVE	5
3.1.ADDITIONAL SICK LEAVE	5
4.MATERNITY/ADOPTION LEAVE	6
5.FAMILY RESPONSIBILITY LEAVE	6
6.STUDY LEAVE	6
7.SPECIAL/OTHER LEAVE	7

2

WINDHOEK DISTRICT MUNICIPALITY  
APPROVED

O.R. Tambo District Municipality recognises the different types of leaves specified in the South African Local Government Bargaining Council, Conditions of Service for the Eastern Cape Division, Basic Conditions of Employment Act No 75 of 1997 as amended permitted during the course of employment.

## 1. LEAVES

The following types of leave are recognised:

- 1) Annual leave
- 2) Sick, Additional, Isolation/Quarantine, Special Sick leave
- 3) Family Responsibility leave
- 4) Maternity/Adoption/Paternity leave
- 5) Study leave
- 6) Special/Other leave
- 7) Long Service Recognition

For all types recognised by the employer, official leave application must be made on the Employee Self Service system by the employee and considered for approval by his/her Supervisor/Manager/General Manager.

### GENERAL CONDITIONS:

An employee is entitled to leave as prescribed in the Approved Leave Management Policy

An employee whose conditions of employment do not provide for leave is entitled to leave in accordance with the Basic Conditions of Employment Act.

Before applying for leave on Employee Self Service (ESS) system leave must be discussed with the immediate Supervisor/Manager/General Manager.

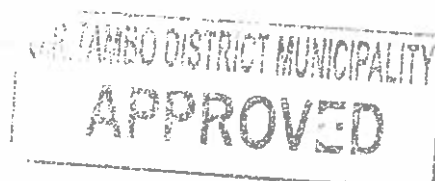
The explanation of leave and procedure of application is described as follows:

## 2. ANNUAL LEAVE

- 2.1. Five day workers are entitled to twenty-four (24) days in a leave cycle. A cycle is twelve (12) months, from the day you start working completing 12 months. Annual leave is made up of 16 days compulsory in a leave cycle and 8 days accumulative with a maximum of forty-eight (48) days. Compulsory leave must be granted and taken not later than 6 months after the annual leave cycle.



- 2.2. Any leave in excess of forty-eight (48) by the end of the annual leave year (June) will be forfeited. If, despite, being afforded an opportunity to take leave, an employee fails, refuses or neglects to take the remaining leave due to him/her during the period, such leave will be forfeited.
- 2.3. In the event of termination of service, an employee shall be paid his leave entitlement in terms of this agreement, calculated in terms of the relevant provisions of the Basic Conditions of Employment Act 75 of 1997 (BCEA) and South African Local Bargaining Council (SALGBC).
- 2.4.
- 2.5. PROCEDURE OF APPLICATION AND APPROVAL OF ANNUAL LEAVE
- 2.5.1. Application for a leave must, except in exceptional circumstances, be submitted before such leave commences.
- 2.5.2. Applying for the leave, except sick leave, must be submitted to the employee's immediate supervisor at least three (3) working days before commencement of the leave.
- 2.5.3. The departmental head concerned must consider an application for leave of absence and may approve or, where warranted and upon good cause shown, deny such an application subject to the employee reserving the right to appeal against the refusal.
- 2.5.4. The Municipal Manager must approve an application for leave of absence in respect of a manager who is directly accountable to him/her.
- 2.5.5. Leave of absence, with the exception of sick leave, is subject to the Municipality's operational requirements and is only valid after having been approved. The onus is on the employee to ensure that he/she has sufficient leave credit available and that his/her application for leave has been approved before proceeding on leave.
- 2.5.6. If the employee so requests, his/her leave application that has been approved, may be cancelled at any time before such leave commences, by the person who approved his/her application. A confirmation letter of such cancellation must be approved by Manager in order for Human Resource to credit the cancelled leave.



### **3. SICK LEAVE**

3.1. Five (5) -day workers are entitled to eighty (80) days in sick leave cycle of the three (3) years. A cycle is three (3) years is from the day you start working completing three (3) years. A newly appointed employee may not take more than thirty (30) days sick leave in the year of employment.

3.2. The employee shall be required to submit a medical certificate from a registered medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a profession's council established by an Act of Parliament. If an employee is sick for more than two (2) days the employer requests a medical sick leave certificate of every day of the sick leave.

3.3. Sick leave needs to be applied for even if he/she was absent from work for one (1) day due to illness.

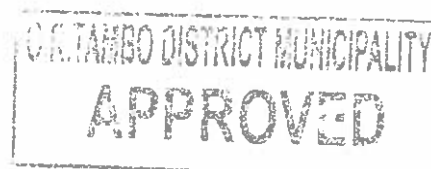
### **3.4. ADDITIONAL SICK LEAVE**

In addition to the sick leave specified above, special sick leave will be applied as follow;-

3.4.1. An Employees who have a balance of at least 60 working days unused sick leave at the end of a three-year cycle, shall receive an additional 20 working days paid sick leave to which he will be entitled in the ensuing cycle, provided that in respect of any sick leave cycle no employee shall become entitled to more than 100 working days sick leave on full pay.

3.4.2. If the maximum period of sick leave to which an employee is entitled to has been granted and owing to reasons of health not be able to resume duty and applied for medical boarding an additional sixty (60) days will be granted as follows;-

- a) 30 working days of full pay
- b) 30 working days on half pay



### **3.5. PROCEDURE OF APPLICATION OF SICK LEAVE**

3.5.1. Sick leave application is done after you have taken leave and returned back to work.

- a) Application for sick leave is done on the ESS system and medical certificate/s must be uploaded onto the system with the application thereof.
- b) Sick must be approved by Supervisor/Manager/General Manager

### **4. MATERNITY/ADOPTION LEAVE**

4.1. An employee must have one (1) year continuous service with the employer in order to qualify for paid maternity leave.

4.2. An employee, including an employee adopting a child under three (3) months (63 days), shall be entitled to receive three (3) months paid maternity leave with no limit of confinements or adoptions. The leave provision shall apply even if a child is still-born.

### **4.3. PROCEDURE OF APPLICATION FOR MATERNITY LEAVE**

4.3.1. Before applying for maternity leave on the Employee Self Service (ESS) system leave must be discussed with the Supervisor/Manager/ General Manager.

4.3.2. Maternity leave must be applied for before it is taken (a medical certificate will be required on this type pf leave)

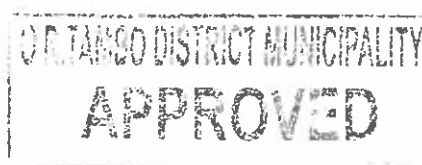
### **5. FAMILY RESPONSIBILITY LEAVE**

5.1. Family responsibility leave applies to an employee who has been in employment with an employer for longer than four (4) months.

5.2. An employee is entitled to five (5) day per leave cycle, that coincides with the annual leave.

5.3. The Family responsibility leave is granted if:

- The employee's child is born;
- The employee's child is sick;
- The employee's spouse or life partner is sick



- Death of (a) employee's spouse or life partner
- (b) employee's parents, adoptive parents, parents-in-law, grandparents, child, adopted child, grandchild or sibling

#### **5.4. PROCEDURE OF APPLICATION FOR FAMILY RESPONSIBILITY LEAVE**

5.4.1. Before applying for family responsibility leave on the Employee Self Service (ESS) system, leave must be discussed with the Supervisor/Manager/General Manager unless this is due to .

5.4.2. Proof of birth certificate, medical certificate or death certificate must be uploaded onto the system with application thereof.

#### **6. STUDY LEAVE**

6.1. Employees who are part-time or correspondence students studying for an approval qualification through a recognised institution whether through the municipality's funding or self-funding shall be granted examination and study leave which is as follows:

6.1.1 One (1) working day for study and one working day for every examination paper he/she is required to write.

#### **6.2. PROCEDURE OF APPLICATION FOR STUDY LEAVE**

6.2.1. Before applying for study leave on the Employee Self Service (ESS) system, leave must be discussed with the Supervisor/Manager/General Manager.

6.2.2. Proof of the examination time table must be uploaded onto the system with application thereof.

#### **7. SPECIAL/OTHER LEAVE**

7.1. A maximum of ten (10) working days special leave on full pay will be granted to an employee, subject to the submission of supporting documents, in the employee.

**7.2. PROCEDURE OF APPLICATION FOR SPECIAL LEAVE**

7.2.1. Special leave application should be discussed with the Human Resource section before applying for such leave to ensure that the correct processes are followed.

7.2.2. Employees shall obtain prior approval for leave, and proof to be uploaded onto the ESS system.

**NB: THE PROCEDURE MANUAL IS IN LINE WITH APPROVED LEAVE MANAGEMENT POLICY AS APPROVED BY COUNCIL ON 30 JUNE 2023**

**Procedure Manual Approved by:**

**Municipal Manager on behalf of the O.R. Tambo Council**

Signature..........Date. 14/12/2023.....Official Stamp

