



## **LEAVE APPLICATION POLICY**

- All leave days requested to be accompanied by a signed Leave application form, presented to the Operations Manager/Director BEFORE leave is taken.
- Any leave taken to be pre-approved by the Operations Manager/Director.

## **ANNUAL LEAVE**

- Any leave taken (and authorised) over and above the employee's leave balance will be recorded as unpaid leave.
- All employees will be required to use their annual leave over the annual shutdown period (determined every year). Should an employee not have sufficient leave available, he/she will be required to take unpaid leave over this period.
- An employee will have 6 months to take any untaken annual leave in the previous 12 month leave cycle. Should the employee not take his/her, this leave will be forfeited as per section 12 of the Basic Conditions of Employment Act.
- An employee is prohibited from taking annual leave during his/her notice period.
- The employer is prohibited by Section 20 (11) from paying an employee for annual leave except upon termination of employment.

## **SICK LEAVE**

- Any sick leave taken for more than two consecutive days is to be accompanied by a sick note, signed by a medical practitioner or any other person who is certified to treat and diagnose patients and who is registered with a professional council established by an Act of Parliament – if not, this leave will be treated as unpaid leave.  
Note: a medical certificate signed by a clinic sister or a traditional healer is not acceptable.
- If absent on more than two occasions (even if only for one day) during the same eight-week period, then for further absence, a medical certificate is required. If not produced, the absence is treated as unpaid leave.

## **FAMILY RESPONSIBILITY LEAVE**

- Any leave for family responsibility or sick leave may be requested via a phone call, email or Whatsapp due to the unforeseen nature of this type of leave. It will be granted by the Operations Manager/Director over the same medium, but the employee will be required to complete a leave application form upon his/her return to work.
- Family responsibility leave is presently an allowance of 3 days on full pay per year, and if the employee does not utilise the family responsibility leave during any 1 year, then any part of the allowance remaining at the end of the year is forfeited and is not carried over to the next year.



- Family responsibility leave is available only to employees who have been in employment with the employer for longer than 4 months, and who work more than 4 days per week for that the employer.
- Family responsibility leave may be used when the employee's child is born, when the employee's child is sick, or upon the death of the employee's spouse or life partner, or the employee's parent, adoptive parent, grandparent, adopted child, grandchild or sibling.
- An employee is entitled to take family responsibility leave as a ½ day, if that is all that is required. The employer is entitled to ask for proof of the event for which the family responsibility leave is sought, such as a medical certificate or death certificate. Family responsibility leave may not be claimed for any reason other than the reasons stated above.

#### **MATERNITY LEAVE**

- Maternity leave is unpaid leave. The maternity leave should commence one month before the expected date of birth of the child, and that the mother may not return to work for six weeks after the birth of the child.
- The employee must notify the Operations Manager/Director in writing of the date on which the employee intends to commence maternity leave, and the date on which the employee intends to return to work. This written notice must be given to the Operations Manager/Director at least four weeks before the commencement of the maternity leave.