



# Molemole Municipality

## Leave Policy

## **LEAVE POLICY**

### **OBJECTIVE**

The objective of this policy is to regulate all forms of leave that are accrued and due to employees of Molemole Municipality as a benefit, and to outline procedures to be followed for the granting and taking of such leave. Policy provisions apply to all employees, that is, permanent and contract employees. It is the responsibility of line managers to manage and control leave and Human Resource Department shall administer the employees leave movements

### **POLICY**

The following leave policy guidelines will apply:

- (1) All employees are entitled to twenty four (24) working days annual paid leave (excluding weekends).
- (2) Municipal Manager and Head of Departments are entitled to thirty (30) working annual leave paid leave.
- (3) For the purposes of calculating leave, the statutory paid public holidays will not be regarded as working days;
- (4) In the event of an illness or other unforeseeable circumstances, it is the responsibility of the employee to notify their supervisor before 09h00 on the date of absence or, where possible, before then;
- (5). Provisions from the collective agreement shall be invoked if employee is absent for more than one day as a result of his/her illness.
- (6) Absence from work without approval and/or without a valid reason shall be regarded as Absence Without Official Leave (AWOL) and therefore a misconduct to be dealt with in terms of the disciplinary procedure collective agreement;

(7) Leave will be calculated from the date of engagement;

(8) Employees will not accrue full annual leave benefits whilst absent from work on sick leave, maternity leave or paternity leave which extends beyond the normal maximum of such leave, except in the case of extended absence due to injury during the course of their duties;

(9) The Municipality encourages employees to take all leave that is due to them. The Municipality allows employees to carry over a maximum of five (5) days of leave per year.;

(10) The leave balance should be capped at 25 days per employee and all leave days in excess of 25 must be taken through proper arrangements with line managers

(11) Leave request may not be granted or authorized due to operational requirements however line managers may not unreasonably refuse to grant or authorize a leave request.

## **1.1 ANNUAL LEAVE**

Annual leave is intended to provide the opportunity for a period of rest and recreation, so employees are expected to take leave within the leave year, when leave is due. Leave may be taken at any time convenient both to the employee and the Municipality. Business needs and personal needs should be carefully balanced.

### **ACCUMULATION**

The employer shall grant the employee the following annual leave:

1. Twenty-four (24) working days for a five (5) days worker and twenty-seven working days for a six days worker

### **TIMING**

(1) The Municipality will grant annual leave not later than six (6) months after the end of the annual leave cycle;

(2) All municipal officials must submit their leave plan to their line manager at the beginning of the new financial year and line manager will then submit the plan to HR Department.

(3) Application for leave must be made in reasonably good time to allow for planning during an employee's absence. It is recommended that annual leave for all employees be scheduled in advance as follows:

a) For Occasional Leave - At least 5 working days' prior notice

b) For Compulsory Leave - At least 30 working days' prior notice

Any variation from the fore-stated schedule will be at the approval of the Head of Department.

(4) It will remain the responsibility of the Head of Department to timeously plan for leave allocations.

(5) It will remain the responsibility of the employee to ensure that leave applied has been approved before proceeding on such leave;

(6) If an employee applies for leave and the leave days include a weekend, the weekend does not form part of the days counted as due. Weekends are thus not part of the leave days applied for; and

(7) An employee leave application is done through employee self-services system and line managers must approve the leave request on the system

(8) The Head of Department must approve an application for leave of absence, and an application by the Head of a Department must be approved by the Municipal Manager.

The Municipal Manager takes leave in consultation with the Mayor or the Executive Committee (EXCO).

(9) The Head of Department shall be responsible for ensuring that leave application is correctly captured on the system so that accurate records are maintained. The HR department shall keep record of leave days due to all employees and keep the managers informed on a regular basis.

(10) All leave of absence due, granted and taken, shall be recorded in the system, and an employee shall have access to their leave record at all reasonable times during office hours.

(11) Departmental secretaries are expected to submit monthly leave report to HR for reconciliation

(12) Leave of absence granted to an employee, with the exception of sick leave, may be cancelled, postponed or interrupted at any time by the HR Department on the recommendation by the Head of Department concerned should this be deemed necessary in the interests of the Municipality..

## **HOLIDAY ARRANGEMENTS FOR NEW EMPLOYEES**

Where the Municipality has agreed to honor holiday arrangements made by a new employee prior to joining the Municipality, any paid leave already accrued will be supplemented by the necessary amount of unpaid leave. The Municipal Manager needs to approve such a holiday arrangement.

### **1.2 FAMILY RESPONSIBILITY LEAVE**

As per the provision of the collective agreement on conditions of services however employees are required to submit prove to that effect

### **1.3 MATERNITY LEAVE**

- “(1) As per the provision of the collective agreement on conditions of services
- (2) An employee who is a parent to a child, is entitled to at least ten consecutive day's parental leave in terms of the Labour Laws Amendment Act 10 of 2018. The Act provide South Africans fathers with 10 (ten) days of paternity leave after the birth of their children

### **1.4 RELIGIOUS AND PUBLIC HOLIDAYS**

As per the provision of the collective agreement on conditions of services

### **1.5 SICK LEAVE**

As per the provision of the collective agreement on conditions of services and in the event of the municipality having a reasonable suspicion that an employee is abusing sick leave, that particular employee will be obliged to produce a medical certificate for all days of absence for a maximum period of six (6) months.

The employee who is allegedly abusing sick leave will be informed by the Head of Department in writing. Employees who are on a protracted sick leave should report to their line managers immediately after he/she was informed by their respective medical practitioner that the sick leave will be for a longer period. Such information is critical in a sense that other processes shall be invoked to avoid the employee having to exhaust all the sick leave balance before the commencement of the new sick leave cycle.

### **1.6 SPECIAL LEAVE**

As per the provision of the collective agreement on conditions of services

## 1.7 STUDY AND EXAMINATION LEAVE

As per the provisions of the collective agreement on conditions of services

## 1.8 UNPAID LEAVE

• As per the provision of the collective agreement on conditions of services.

## LEAVE DAYS ENCASHMENT


As per the provision of the collective agreement on conditions of services.

## APPLICATION FOR LEAVE

An employee leave application is done through employee self-services system and the line manager and the Head of department shall approve/disprove the leave application based on the operational requirements.

## ENDORSEMENT

The Policy shall come into effect on the date of endorsement and shall cease only in the event where changes / variations has been signed by the Accounting Officer. Changes resulting from change in legislation or any mandatory order will have automatic effect.

<b>Signature:</b>	
<b>Initials and Surname:</b>	M.E. Paya
<b>Designation:</b>	Mayor
<b>Council Resolution Number:</b>	0c/5.1.5/26/06/20
<b>Council Date:</b>	26/06/2020