

# **INGQUZA HILL LOCAL MUNICIPALITY**

## **EMPLOYEE LEAVE POLICY AND PROCEDURE**

**REVIEW : JUNE 2025**

## TABLE OF CONTENTS

1. Definition.....	3
2. Purpose.....	3
3. Policy Application.....	3
4. Policy Content.....	3.4
5. Policy Content.....	4
5.1 Annual Leave.....	4
5.2 Annual Leave control Measure.....	4.5
6. Sick Leave.....	5
6.2 Additional Paid Sick Leave.....	6
6.3 Sick Leave Control Measure.....	7
7. Maternity Leave.....	7.8
8. Family Responsibility Leave.....	9.10
9. Special Sick Leave.....	10,11
10. Unpaid Leave/ Awal.....	11
11. Payment of Annual Leave Days.....	11
12. Long Service Bonus Leave.....	11,12
13. Special Leave for Examination Purpose.....	12
14. General Procedure on Application and approval of Leave.....	12.13
15. Appendices.....	13
16. Approval.....	13

## 1. Definition

**Leave:** It is a period of authorized absence from work or duty (for example vacation, sick leave)

**Employee:** An employee is someone hired by the organization to perform specific tasks or duties in exchange for payment, such as wages salaries or benefits. This can include full-time, part time, temporary, or contract workers.

**Awol:** Absent without leave. It refers to a person, often in work, organisational.

## 2. PURPOSE

- Leave without approval is regarded as absenteeism, and absenteeism constitutes misconduct and/or ill-discipline.
- Misconduct and/or Ill-discipline shall be dealt with in line with the Disciplinary Procedure.
- This Policy is aimed at effectively implementing the South African Local Government Bargaining Council Collective Agreement on Conditions of Service which came into effect on 01 January 2004.
- This Policy also has been developed for purposes of administering leave for all employees of the municipality.
- It also serves as guide for employees to enable them to follow simple procedures when applying for leave.
- It promotes common and uniform leave for employees within the Municipality.

## 3. POLICY APPLICATIONS

It is applicable to all employees, interns, Experiential Learners and EPWP.

#### **4. POLICY STATEMENT**

There are statutory requirements that need to be followed during leave management: This includes the following legislative.

- Constitution of the Republic of South Africa act 108 of 1996
- Basic Conditions of Employment Act No 75 of 1997 as amended
- Labour Relations act no 66 of 1995
- Main Collective Agreements
- Municipal Staff Regulation of 2021

#### **5. Policy Content**

##### **5.1 Annual Leave**

- Council shall grant an employee the following annual working days leave in a leave cycle:
- Twenty-four (24) days for a five- (5) day worker; and 1 day per month for EPWP workers and Experiential learners.
- An employee is required to take leave within each leave cycle as follows:
- A five- (5) day worker shall take a minimum of sixteen (16) days leave; and
- A five (5) day worker is equivalent to 40 hours per week, also applicable to all employees that works shift allowance
- Leave may be accumulated to a maximum of forty-eight (48) days.
- In the event of the termination of service, an employee shall be paid his/her leave accumulated leave which shall not exceed 48 days. Payment shall be processed a month after the termination date.
- Wherein an employee does not serve a notice period inline with his/her signed contract of employment such an employee shall forfeit 22 days in-leu of notice period not served.

##### **5.2 Annual Leave Control Measures**

- (a) The employee Self Service ( ESS) must be used as a means of leave application.
- (b) Employee must notify the supervisor of the intention to take leave 7 days before the actual leave days required.
- (c) Supervisor, Managers and Head of Departments shall take a maximum 5 days to approve the leave applications. Should there be technical problems which may prevent applications and processing, this must be reported immediately with Human Resources Manager in writing.
- (d) Employees must make necessary arrangements with Human Resources to ensure that the system is accessible at all times.
- (e) The Supervisors, Managers and Head of departments must ensure that leave applications are submitted or captured online after an employee has requested a leave of absence.
- (f) The Human Resource Section will only process on-line approval when:
  - ✓ The applicant has completed and submitted on line application.
  - ✓ The Supervisor or the Manager of the respective department has approved the on line leave application
  - ✓ The Departmental Head / Assignee must approve the on line leave application.
- (g) The Human Resource Section will produce and submit monthly Leave Reports to all Departments for reference should a need arise.
- (h) During the termination of employment an employee is entitled to leave credit payment which is calculated using a specific formula, only when a resignation letter, letter of dismissal, retirement notice and death notification accompanied by; death certificate, letter of executorship been received by the Human Resources Section.
- (i) This will be dealt with in accordance with applicable agreement reached between employer and employee associations (SALGABC).
- (j) In the event that an employee requests time off during normal working hours, the time off can only be granted during that day when an employee has already worked 4 hours, otherwise an employee must take annual leave.

## 6. SICK LEAVE

- 6.1.1 Council shall grant an employee eighty (80) days sick leave in a three (3) years cycle.
- 6.1.2 The Municipal Manager and Senior Managers are entitled to (36) days in a (3) year cycle
- 6.1.3 An Employee shall be required to submit medical certificate from a registered medical practitioner if more than two (2) consecutive days are taken as sick leave.
- 6.1.2 When an employee is sick on consecutive occasions for less than 2 days within the 8 week period, and have reported the illness to the Supervisor/Manager, these employees are obliged to bring in the Doctor's certificate however, the employee must apply for the sick leave in respect of the days taken.
- 6.1.3 The Municipality shall be in a position to consult the employees' Doctor(s) for information verification and enquiries in the event that there are serious anomalies regarding the sick leave taken.
- 6.1.4 The Municipality is further not required to pay an employee if an employee is absent on more than two (2) 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 sick or injury.
- 6.1.5 An employee must report if she/he is sick within 2 hours of his/her clocking time, if failing to do so shall be regarded as absent without leave.
- 6.1.6 Additional paid sick leave and other measures to manage the taking, accrual and/or conversion of sick leave and administrative arrangements
- 6.1.6 Sick leave credits are not subject to payment by the employer during termination, resignation, dismissal, retirement or death.

## **6.2 Additional Paid Sick Leave**

- (a) 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 sack 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.

- (b) If the maximum period of sick leave to which an employee is entitled has been granted to him and, owing to reasons of ill health, he is not able to resume duty, the Municipality must grant such employee an additional 60 working days sick leave in respect of chronic illnesses and/ or illnesses requiring hospitalization, which shall be made up as follows:
  - (c) 30 working days on full pay;
  - (d) working days on half
  - (e) The following conditions shall apply:
    - (f) Provided that the employee has submitted a satisfactory certificate from a registered medical or dental practitioner, or a Traditional Healer registered with a recognized professional council in terms of legislation; and
    - (g) If the employer is satisfied that the employee is at that moment not permanently incapacitated to resume his normal duties
    - (h) Such additional sick leave must be granted in respect of separate periods of absence and in respect of illnesses of different kinds.
    - (i) On written application by an employee, who has exhausted his/her full paid sick leave and additional full paid sick leave, annual leave which he has to his credit must be granted to supplement sick leave on half pay or no pay at the discretion of the employee concerned.

### **6.3 Sick Leave Control Measures**

- (a) The Departmental Supervisors and or Managers must ensure that employees returning to work from sick leave must within 24 hours complete, sign and submit the leave form for recommendations, approval and capturing.
- (b) If an employee to whom annual leave has been granted is certified sick by a registered medical or dental practitioner after his annual leave has commenced, that part of his annual leave during which he was thus certified sick shall be converted into sick leave on submission of the prescribed certificate by such medical or dental practitioner or a Traditional Healer registered with a recognized professional council in terms of legislation.

- (c) If, due to illness, an employee is unable to take annual leave already deducted, he shall be credited with an equal number of annual leave days.
- (d) An employee may not during any period of sick leave approved in terms of these conditions, resume service without the approval of a registered medical practitioner.
- (e) An employee who is absent from service because of illness must take all reasonable steps to notify his immediate supervisor (nominee) as soon as possible.
- (f) An employee to whom the maximum period of full and has paid sick leave has been granted, may be granted sick leave without pay for not more than 250 working days in any cycle if the Municipality is satisfied that such an employee is not permanently incapacitated to resume his duties, provided that were sick leave without pay exceeds 40 consecutive days, the employee must be examined by a registered medical practitioner appointed by the Municipality. The cost of such examination shall be paid by the Municipality.
- (g) The Municipality may, prior to granting additional paid sick leave, require an employee to submit himself to an examination by a registered medical or dental practitioner appointed by the Municipality and the cost of such examination shall be paid by the Municipality.

## **7. MATERNITY LEAVE**

- 7.1 The employee must be employed with the municipality and have completed a qualifying period of service of 12 calendar months (one year's service) continuous service at the municipality before any provision in this policy may be utilized by such employee;
- 7.2 An employee shall provide the employer with four weeks' notice of the intention to take maternity leave prior to the commencement date of employee's maternity leave i.e. at least four weeks before and six weeks after the confinement as provisions of the Basic Conditions of Employment Act 1997;
- 7.3 An employee shall be entitled to receive three (3) months paid maternity leave which includes weekends and public holidays, with no limit to the number of confinements.
- 7.4 An employee shall retain her normal benefits and normal incremental date for a period of absence due to maternity leave;
- 7.5 An employee who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to maternity leave for six weeks after the miscarriage or stillbirth, whether or not the employee had commenced maternity leave at the time of the miscarriage or still birth.



7.6 Should an employee not qualify for the benefit in terms of the conditions in Clause a), she may exercise a choice in respect of the utilization of available annual leave with full payment or annual leave without payment.

7.7 An employee without broken service but also has undergone a natural movement (recruitment, promotion, termination, transfer etc) within the service of the same employer and meets the requirements of clause a) shall be entitled to paid maternity leave as per provisions of clause b) and/or e) above.

7.8 Should an employee be willing to work until it is closer to the confinement date, such an employee must submit a Doctor's documentation which confirms the safety/fitness for work during these days.

7.9 The Doctor who books the above employee fit for work during the confinement period should be the same Doctor to book this employee off for sick leave on pregnancy related illnesses.

## **8. FAMILY RESPONSIBILITY LEAVE**

This section applies to all employees who have been in employment with an employer for longer than four [4] months;

An employer must grant an employee, during each annual leave cycle, at the request of the employee, five days' paid leave, which the employee is entitled to take-

(a) when the employee's child is born;

(b) when the employee's child is sick; or

(c) the employee's spouse or life partner is sick

(d) in the event of the death of-

(e) the employee's spouse or life partner; or

(f) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling (a child in relation to another or others of the same parent; a brother or sister).

Subject to subsection [7.4], an employer must pay an employee family responsibility leave as follows:-

- the wage the employee would ordinarily have received for work on that day; and

- on the employee's usual pay day.

An employee may take family responsibility leave in respect of the whole or a part of a day.

- Before paying an employee for leave in terms of this section, an employer may require reasonable proof of an event contemplated in subsection [7.1] for which the leave was required.
- An employee's unused entitlement to leave in terms of this section lapses at the end of the annual leave cycle in which it accrues.
- Departmental Managers and Supervisors must ensure that employees applying for their Family responsibility leave attach the proof thereof and or submit it within 7 days on return.

Employees must provide the employer with an affidavit from the commissioner of oath stating the relationship between the employee and the person for whom the leave is applied.

#### **9. SPECIAL SICK LEAVE (INJURY ON DUTY)**

- (a) An employee who in the process of doing an official duty becomes involved in an accident or contract disease resulting in physical injury/disease shall be entitled to a special sick leave with full pay for the duration or period she/he is receiving medical treatment until she/he recovers.
- (b) The employee concerned shall, during the time/period off duty on special sick leave, provide the employer with progress medical report indicating that she/he is receiving medical treatment.
- (c) When an employee recovers fully, she/he shall provide a final medical report from the doctor who has been giving medical treatment to her/him. A resumption report must be completed by the departmental head when an employee has resumed duty on the date reflected on the final medical report.
- (d) An employee should not receive medical treatment for an occupational injury/disease for a period exceeding 24 months from the date of accident / disease diagnosed. If that happens, the employer shall consult the Compensation Commissioner for an advice in considering compensation award on the basis of permanent disability as a result of occupational injury/disease in terms of the Compensation of Injuries and Diseases Act, No. 130 of 1993 as amended (COIDA).

## 10. UNPAID LEAVE/ AWOL

- (a) Any leave taken by the employee without approval subsequent to an enquiry becomes unpaid leave.
- (b) Participation in an illegal or legal industrial action constitutes unpaid leave i.e. no work no pay policy shall apply.
- (c) Failure of the employee to provide the employer with a medical certificate on request after having absent from work on more than two (2) consecutive working days in an eight week period constitutes unpaid leave.
- (d) Failure of the employee to provide the employer on request with supporting documents (death, birth certificates etc.) in relation to family responsibility constitutes unpaid leave.
- (e) An employee who has been absent for 10 days or more shall be regarded to have absconded from work as such disciplinary processes shall be instituted.
- (f) All HOD, Manager and Supervisors shall ensure that an employee that has been AWOL for more than 2 days with unknown whereabouts is traced and such a report must be submitted to Labour Relations Office.
- (g) All employees has responsibility to inform the Supervisor about their whereabouts

### 1. PAYMENT OF ANNUAL LEAVE DAYS

- (a) Payment in respect of the leave days will be made to all employees on resignation, death (payable to the deceased employee dependent), discharge or retirement or at the end of the fixed term contract whichever comes first for EPWP seasonal workers.
- (b) Resigned employees who have not served the notice period as per chapter five section 37(1) (a)(b)(c) of (BCEA) will have a penalty of 22 days that will be deducted from the annual leave balance.

#### (c) LONG SERVICE BONUS LEAVE

- a. An employee who has completed a period of continuous service shall be entitled to an additional leave as follows:-

- i. 5 days of accumulated leave for 5 years of service plus 2% of annual salary
- ii. 10 days of accumulated leave for 10 years of service plus 3% of annual salary
- iii. 15 days of accumulated leave for 15 years of service plus 4% of annual salary
- iv. 15 days of accumulated leave for 20 years of service plus 5% of annual salary
- v. 15 days of accumulated leave for 25,30 or more years of service plus 6% of annual salary.

### **13. SPECIAL LEAVE FOR EXAMINATION PURPOSES.**

- (a) The employer shall grant an employee a paid Special Leave for Examination Purposes, at the request of an employee, for purposes of preparing and writing examinations.
- (b) An employee shall be entitled to three days for each examination day (i.e. 2 days for preparation, and 1 day of the examination).
- (c) An employee shall be entitled to 3 days per Block Session or practical session and an annual cycle and prior approval must be obtained and a proof from the tertiary institution must support the application

### **14. GENERAL PROCEDURE ON APPLICATION AND APPROVAL OF LEAVE**

- (a) At the beginning of each year and/or leave cycle both the employer and the employee shall plan when an employee shall take annual leave in the current leave cycle for operational arrangement purposes.
- (b) When an employee requires to take short leave (one or two days leave) during the leave cycle, such employee shall advise the employer (immediate supervisor) of the intention in advance ( not less than two working days prior the commencement of the leave day applied for ) by completing the application form except for emergencies..
- (c) The immediate supervisor will access the on line leave application for approval / non approval with valid reasons thereof.
- (d) The leave application shall be accessed on line by the Departmental Manager to approve or not approve with valid reasons communicated to the applicant.
- (e) All leave applications approved / not approved will go through the system for processing by Human Resources.
- (f) Human Resources determines if the leave application meets the stipulated guidelines. If the application for leave meets all the necessary requirements, the leave application will then be processed.

- (g) The onus rests with the immediate supervisor to advise the employee when a leave of absence is not granted and shall furnish the applicant with reasons thereof.
- (h) Ingquza Hill Local Municipality reserves the right to reverse the leave provided, should it be found at a later stage that the leave did not conform to the leave requirements.
- (i) In such cases the employee shall be required to pay back the leave days taken by reducing available leave days of such employees by the equal number of leave days taken and deducting from employee's salary the equal amount of leave days taken in terms.
- (j) A leave book must be made available as an alternative to assist those employees who are diagnosed for chronic and prolonged illnesses and cannot access online leave applications and to control sharing of passwords
- (k) Leave book or forms shall be used where the internet has major challenges and ESS cannot be accessed

## 15. APPENDICES

Enquiries regarding any matter relating to this policy will be directed to Municipal Manager.

## 16. APPROVAL

This policy was adopted, and all its clauses will apply as such any deviation from this policy will be non-compliance.

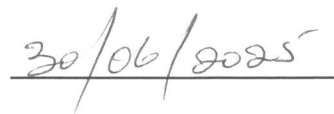
Adopted by Municipal Council on:



---

**CLLR S.B VATSHA**

**THE HONORABLE SPEAKER**



---

**DATE**