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**SUPPORT STAFF LEAVE MATRIX**

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| **TYPE OF LEAVE** | **ENTITLEMENT** | **DOES IT ACCRUE** | **DO I LOSE IT** | | **ADDITIONAL INFORMATION** | **WHEN DO I QUALIFY TO TAKE LEAVE** | **WHEN DO I APPLY FOR LEAVE** | **DOCUMENTARY PROOF REQUIRED** |
| Annual leave  (Including shut-down) | 15 contractual  **+**  15 statutory  = 30 days per annum | Yes, up to 45 days | Maximum accumulation is 45 days, thereafter contractual leave will be forfeited | | * Management guidelines to leave planning * FQA | Permanent or long term contract employees with sufficient leave days available | One week before commencement. Leave is approved if operationally feasible. | None |
| Shut-down leave | Part of annual leave entitlement | | | | Union consultation re dates. Dates advised at beginning of each year. | All staff takes this leave. Leave is advanced if no leave days are available. | No need to apply. Automatic deduction of leave days, unless you are required to work during this period. | None |
| Family responsibility leave | **3** days per annum, legislative requirement | No | | Yes, after a calendar year |  | If the three days was not taken during the current calendar year | * When your child is sick; * Death of your partner, spouse; grandchild, child, grandparents etc. | Yes   * Death certificate * Sick note |
| Sick leave | 30 days per cycle (3 years from the date of your appointment | No | | Yes, after a 3 year cycle | * Management guideline * FQA | If there is a sick leave balance left | When you are genuinely sick and unable to come to work | Yes, doctor certificate if more than two (2) days or absent twice in eight (8) weeks |
| Special sick leave | Maximum 30 days over a 3 year cycle | No, this is not a leave entitlement. | | N/A | * Management guideline | * When sick leave is exhausted * Manager and HR discretion as to allocation of this leave | When more recuperation time is required, annual and/or long leave days are not available and my current sick leave is  exhausted | Medical certificate |
| Parental leave | Situation dependent (birth of a child, Adoption, Miscarriage, death of the mother during pregnancy/birth) | No | | N/A |  | * As medically recommended during pregnancy * When decided to adopt | * At least four weeks before the expected date of birth * Adoption (of a child or offering up a child for adoption) * Death of the mother during pregnancy/birth | * Birth certificate * Adoption documentation * Death certificate of the mother / new born * Confirmation by a medical practitioner |
| Injury on duty leave | There is no entitlement. Situation dependent. | | | N/A |  | * Injury on duty and booked off as a result * Does not come off sick leave | When injured at work | Medical certificate and accident report |
| Long leave | * 56 days (grade10+) * 26 days (grade 6-9) | Yes | | No |  | Only applicable to those employed before 1 July 2009 on grade 6 and above. Excluding Food and Housekeeping Services | One week before commencement. Leave is approved if operationally feasible. | None |
| Additional leave | 6 days over a 3 year cycle | No | | Yes, after a 3 year cycle. | * Management guideline * FQA | Assuming you have leave, you can apply for:   * Religious holy days * Representing South Africa * Supplement Family responsibility   leave  (not to be taken as additional parental leave) | If you need the time off to perform the mentioned activities | Yes   * Death certificate * Sick note * Letter from RSA organisation you are representing * Letter from person responsible for religious activities |
| Study and examination leave | Maximum 10 working days per annum | No, it is not an entitlement | | N/A | * Management guideline * FQA | Registered for an approved course  (qualify for a day before and the day of writing or equivalent leave for Masters/PhD write-ups) | In advance before an examination bearing in mind departmental operational requirements | Examination schedule and proof of writing |
| Unpaid leave | Situation dependent | No, it is not an entitlement | | N/A |  | Manager and HR discretion | When normal leave is exhausted and circumstances are unique | Valid reason for discretionary decision |
| Leave in lieu of overtime | Days reflecting the approved overtime (days worked) | N/A | | N/A | * Management guideline * FQA | When approved overtime is taken in the form of leave | Agreement between employer and employee subject to operational requirements | Approved overtime work schedule |