



RHODES UNIVERSITY

Protocol Regarding the Annual Shutdown Period

(This Protocol is in line with the Support Staff Leave Policy, which will be the guiding document)

1) Principles in determining the annual shutdown period.

- a) The dates of when the institution closes before Christmas and when it re-opens after New Year is to be determined by Management after consultation with the unions. The average shutdown days will be between 7 to 12 days depending on the calendar;
- b) Out of respect for the different constituents, public holidays are to be observed on the actual day. These days usually cannot be “traded” for a longer shutdown period. The exception is where the actual public holiday is on the Sunday but the Monday is not a working day;
- c) In determining the shutdown period, consideration is given to the safety of staff, specifically travelling just before a week-end and after a public holiday;
- d) The shutdown will end as soon after New Year as possible, allowing for at least one day (which could be a weekend day) after New Year before returning to work.
- e) The last day of work before shutdown will be a full day of work.
- f) By the end of January of each year, the dates for shutdown for that year are determined.

2) Treatment of Leave during the Shutdown Period

- a) Leave will automatically be captured for the full shutdown period for all staff. Only upon submission of an authorised Application to Perform Work over Shutdown (Appendix 3), will the leave record be amended.
- b) Managers and staff alike should ensure that in planning for and applying for leave, provision is made for shutdown leave, so that the staff member does not end up with a deficit of leave because of leave over shutdown. However, leave in advance may be approved upon application.

3) Work Arrangements for Support Staff during the Shutdown Period

- a) Certain areas of the University are required to remain operational during the shutdown period or part thereof. The list of areas currently authorised to perform work over the shutdown period (based on previous requests), is as indicated on Appendix 1 of this document.
- b) The final decision as to which areas are required to perform critical functions, rests with the Director: HR. Requests for work over the shutdown period are submitted to the Human Resources Division (HR Remuneration, Benefits and Wellness Office) for processing.
- c) The work arrangements are usually as follows:
 - i) Individuals are on standby while on contractual leave and are called in to work as and when necessary, to attend to emergencies, OR
 - ii) Individuals work their normal work hours or reduced hours during certain days of the shutdown period, while others are on leave.
- d) An application form (Appendix 3), signed by the staff member and his/her manager, needs to be submitted to Human Resources by 03rd of November 2023 for EVERY staff member who will perform ANY work (or is required to be on standby) during ANY portion of the shutdown period. This excludes work on any day prior to, or after the shutdown period. Work during weekends on either side of the shutdown period will not be subject to rules pertaining to the shutdown. Please note that in the case of Standby work, this needs to have been agreed to in writing by the relevant staff member, by 27th of October 2023. See section 3.1 (i) below.
- e) Where work hours over the shutdown period can be indicated ahead of time and it has been motivated that it will not be feasible to grant LILO (Leave in lieu of overtime) within a month of the overtime having been worked, payment for work over the shutdown period will be

made with the December payroll. This requires that the information is received by the deadline indicated in d) above.

- f) Similarly, payment for standby duties will be made with the December payroll provided the information is received by the deadline indicated in (d) above.
- g) Failure to meet the November deadline for shutdown and standby work means that payment will not take place in December but in January, at December rates.
- h) It is incumbent upon staff to notify their manager at the earliest opportunity, if for any reason they were not able to work for the period indicated in the original application. HODs/Managers are required to notify the HR Remuneration, Benefits and Wellness Office by no later than 05th January 2024 of this, in order to make the necessary adjustment for the January payroll. Managers should ensure that their staff are aware of this.
- i) In all instances where work is done over shutdown, a suitable attendance register should be submitted to Human Resources (see Appendix 2 for an example- this is the recommended format). This form should only be submitted to the HR Remuneration, Benefits and Wellness Office after the work has been done, but not later than 05th January 2024.
- j) Applications for work required due to unforeseen events, may be submitted for processing no later than 05th January 2024.
- k) Requests for payment received by Human Resources after 05th January 2024 will be processed with the February payroll.

3.1 Standby and hours worked while on standby

- a) Certain positions in the University are identified as needing one or more staff members on standby to attend to critical functions as and when needed (e.g. emergencies). The standby arrangements differ depending on the hours the person needs to be available e.g., some individuals will be on standby for 24-hours whereas others may only be on standby for 7.5 hours.
- b) In these instances, payment of a stand-by allowance is subject to the following: -
 - i) The staff member is required to remain in the Makhanda area unless other arrangements have been made and this is acceptable to the line manager concerned;
 - ii) The staff member is able to respond in a reasonable time to the call-out;
 - iii) The staff member is able to attend to the matter on the campus within a reasonable period of time; and
 - iv) The staff member is in a position to attend to the work in a competent manner without putting Rhodes University or him/herself at risk. This includes the partaking of any substance/s that may undermine the staff member's ability to execute the tasks to the required standards.
- c) The allowance represents compensation for the above inconvenience, recognising that while the staff are on leave, they nevertheless are available and responsible to attend to emergencies.
- d) For those on 24-hour standby, the standby allowance will be paid at a rate of 40% of the normal daily minimum basic salary for that grade of job. For those on 7.5 hours or less of standby, the rate will be 30% of the normal daily cash salary.
- e) The value of the allowance is linked to the basic salary (and therefore grade of the post), recognising the kind of work that needs to be done. This means that an individual doing standby for someone else, will be paid at the rate of the work to be performed and not his/her own grade.
- f) The staff member on standby is still considered to be on leave. The relevant leave days will therefore be deducted from the staff member's leave allotment.
- g) Only staff who are on contractual leave may be on standby. This means that the staff member should have been provided by his/her line manager with an opportunity to take the 15 days of statutory leave during the preceding 18 months, in terms of the Basic Conditions of Employment Act.

- h) Where possible, staff will be given a choice as to whether they wish to be on standby. In some instances, this may not be possible and the staff member will be required to remain on standby for all or part of the shutdown period, provided s/he is not on statutory leave.
- i) Line managers should provide at least 6 weeks' notice to staff, of the need for standby over shutdown.
- j) Where staff on standby are called out, such time will be treated as paid overtime unless managers indicate that it will be feasible for LILO to be taken within a month of the work being done.
- k) LILO not taken within 1 month of its accrual will need to be paid out in line with the requirements of the Basic Conditions of Employment Act.
- l) In the case of staff who are called out for emergencies while on standby, the staff member has been required to take leave which means that:
 - i) LILO/overtime at a rate of 1.5 will be applied for all work other than that on Sundays.
 - ii) LILO/overtime at a rate of 2 will be applied for all work on a Sunday or Saturday if this is a public holiday.
- m) Staff who perform work while on leave are still covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993.

3.2 Individuals working days or part thereof

Different work arrangements have an impact on leave and overtime/LILO arrangements as follows: -

- a) **Days worked are normal work days for the individual excluding public holidays**
 - i) Full days or parts of days worked will be credited back to the staff member's leave balance. For instance, for a staff member working 3 hours a day for a 5-day week, the leave balance will be refunded with 2 days (3 hours' x 5 days per week divided by 7.5 (hours normally worked per day). The figure is rounded up to the nearest .25 of a day).
 - ii) Furthermore, LILO/overtime at a rate of 0.5 will be applied on the basis that they are providing a critical function during the shutdown period.
- b) **Work on public holidays that would ordinarily be a normal work day**
 - i) LILO/overtime at a rate of 1.0 will be applied. The staff member is already paid for working that day and leave is not captured for public holidays.
- c) **Work done on a weekend, where such days are NOT usually workdays:**
 - i) LILO/overtime at a rate of 1.5 will be applied for Saturday work and,
 - ii) LILO/overtime at a rate of 2 will be applied for Sunday work.
- d) **Work done in excess of normal work hours on a normal work day, and including public holidays:**
 - i) LILO/overtime at a rate of 1.5 will be applied for all hours worked in excess of the normal working hours per week (usually 40 hours per week for full-time staff).

3.3 Special Arrangement for Campus Protection Unit (CPU)

The CPU is a 24-hour operation throughout the year. Due to its function, scaling down over the shutdown period is not feasible and ordinarily Campus Guards and Shift Supervisors cannot be granted leave over this time. It is appreciated that this is a difficult time as family, friends and colleagues in other sections of the University are usually on vacation. For this reason, a special dispensation has been agreed for this group of staff.

- a) Given that it is difficult for these members of staff to take their contractual leave during the year due to the work scheduling; provided they will have the necessary leave to their credit as at the end of the shutdown period, they should elect to either have all, half or none of the shutdown leave days that would automatically be deducted by the leave system, reinstated. For leave days not reinstated, this leave will be paid out.

- b) For each workday, a premium of 0.5 times the normal remuneration rate will be applied. For instance, if a Guard is working his/her normal shift on a Sunday, the remuneration would ordinarily have been a *total of* 1.5 times the normal rate (1.0 times being the monthly salary covering normal shift work and the additional 0.5 times representing a premium for a shift worker working on a Sunday). Instead, the guard will receive a total *additional* payment of 1.0 times normal remuneration rate. Therefore, *in total* s/he will be paid at a rate of 2.0 times normal remuneration rate for working on the Sunday during Shutdown.
- c) Work performed in addition to normal shift work will be treated as overtime and will attract the same premium as other shift work over the Shutdown period.
- d) The deadlines referred to in sections 3 d) and 3 i) are to be adhered to, in relation to the notification that needs to be submitted to Human Resources. This is to ensure that the bulk of the payment is made in time for a December payout, while adjustments are attended to with the January payroll. This may be necessary where a staff member has taken sick leave over the Shutdown period, where s/he would have been working a shift.

Additional points for consideration: -

- e) Time taken to travel may not be included in the calculation of work hours, as standby allowances are currently deemed to include this cost; nor will travel costs be refunded in order to attend to call-outs or to attend work during this period.
- f) Managers are required to ensure that the terms of the Basic Conditions of Employment Act are observed during the shutdown period, including hours of work and meal breaks. Please refer to Human Resources for guidance if necessary.
- g) In the interests of containing the costs associated with shutdown work, staff should be required to work on the days that would normally have been workdays, before consideration is given to permitting work to be done on Sundays or public holidays.
- h) Overtime pay will be at the rate applicable when it is paid, provided the request to pay is submitted as soon as is reasonably possible. This means that it will usually be paid in January, in instances where the Manager has motivated that LILO is not feasible.
- i) A rotational system should be in place to provide equal opportunity for staff who would ordinarily perform the type of work considered critical for the shutdown period, to be considered.

DOCUMENT REVISED 10 November 2021

Total Rewards Manager and Director: HR

Appendix 1: Departments Authorised to Perform Work during the Annual Shutdown Period

Department	Work to be done	Posts involved	Work arrangement
Biochemistry & Microbiology	Respond to callouts from Hi-Tec for alarms	Technical staff	Standby shared between certain staff.
Building Maintenance	Locksmith, plumbing or carpentry emergencies.	Locksmith, carpenter, plumber	Standby shared.
Botany	Watering of research plants	Laboratory staff	5 hrs per day for 5 days
Chemistry	Perform cryogen fills in the NMR spectrometers. Routine monitoring and maintenance of nitrogen plant. Respond to callouts.	Senior Technical Officer	Standby.
Communications & Advancement	Media statements in the event of an emergency and updates to the website in respect of Grade 12 results.	Internal Communications Officer	Standby (normal work hours only)
	To answer the phone once the Grade 12 results are released	Receptionist	Normal work hours – from the time that the Grade 12 results are released
	Ensuring that all the documentation for all the banking that has been received during shut-down is completed and sent to the Finance Division	Manager: Conference Office	Standby-basis and will be done from home
CPU	Ongoing security	a) Campus Guards b) Assistant Manager	c) Normal shift-work d) Standby & evening visits on normal workdays.
Electrical Section	Electrical repair emergencies	Electrician	Standby.
Engineering & Mechanical	Breakdown of vehicles, freezers, equipment, etc	Various technical/artisan staff.	Standby shared.
Faculties	Queries in respect of current student and potential students especially queries related to the release of Grade 12 results	Deans and Faculty Officers	Normal work hours and particular if there is a gap between the release of the Grade 12 results and the first working day after shut-down. Must be available to answer queries.
Finance	Payroll queries following December pay-day and capturing of salaries for January	Manager and 1 Other	3 part-days
	Cash Book Clerk (bank reconciliations)	Snr Accounts Clerks	Approx. 4 part-days
	Student Fees (to clear a student that is paid)	Senior Manager: Financial Operations or Manager: Student Fees	Stand-by basis and can clear from home
	Uploading reconciled bank statements as per the Cash Book Clerks' work	Manager: Creditors	Stand-by basis and may upload from home – if not possible will come in
General Support	Handling mail	Senior Mailroom Assistants	Part-day on normal workdays.

Department	Work to be done	Posts involved	Work arrangement
Services			
Geography	Refill gamma detector with liquid nitrogen, collect liquid nitrogen from Physics, change samples and record results.	Senior Lab Assistant	Part-day on most days of the shutdown period.
Grounds and Gardens	Mowing	Mower Operators	Scheduled days
Housekeeping and Central Cleaning Services	Cleaning Postgraduate Students' Rooms	Cleaners and a Supervisor	Normal work hours distributed amongst the relevant staff. Usually excludes weekends & public holidays.
Human Resources	Handle IOD and Funeral Claims (emergencies)	HR Officer (1 person)	Standby (normal work hours only).
	Preparation of documentation to meet payroll deadline	Manager: HR Ops, Snr HR Practitioner (2); HR Officers (6)	Maximum 2 full days.
Ichthyology	Routine feeding/sorting/weighing etc of fish, maintaining fish tanks. Manager overseeing staff.	Laboratory Assistant/s & Snr Aquaculture Officer	Part & full day work on most days of the shutdown period, including weekends & public holidays. Manager: Standby
Information and Technology Services	Routine essential maintenance, changing back-up tapes and attending to major/core ICT outages.	Various technical posts and manager.	Standby for outages. Scheduled interim work for maintenance and changing backup tapes
	Batch clear and work in respect of Grade 12 results	Senior Analyst Programmers	Work will be done from home – approximately 2 to 3 days
Journalism	Respond to callouts/emergencies related to the building.	Various technical posts.	
Registrars Division	Academic Administration: Capturing to release exam results and letters.	Various administrative posts and manager.	Urgent work on first few days of the shutdown period.
	Responding to queries and follow-ups in respect of offers and placements following the release of the Grade 12 results	Manager: Student Recruitment	Dependent on the release date of the results and the first day of work following the annual shut-down
Research Office	Release exam results & prepare award letters for scholarships	Admin Asst & Financial Aid Administrator	Urgent work on first few normal workdays of the shutdown period.
Sport Administration	Swimming Pool supervision	Sport Facilities Attendant and Driver	9/10 hrs per day on most days of shutdown. Days assigned to different staff.

NOTE: (This schedule is based on information supplied for 2020/2021 shutdown. It should not be assumed that inclusion of certain work on this schedule implies that there will be a requirement for such work to be performed over the shutdown period in future. The need will be assessed prior to each shutdown period)

Appendix 2: RECORD OF HRS WORKED DURING DEC/JAN SHUTDOWN

SURNAME		EMP NO		JOB GRD		DEPT	
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EG.

DATE	DAY	START	END	BREAKS	Hrs p/day	DESCRIPTION OF WORK	Comment
17/12/2023	Sunday	8.25	19.75	1.5	10.00	Capturing student marks	
18/12/2023	Monday						
19/12/2023	Tuesday						
20/12/2023	Wednesday						
21/12/2023	Thursday						
22/12/2023	Friday						
23/12/2023	Saturday						
24/12/2023	Sunday						
25/12/2023	Monday						
26/12/2023	Tuesday						
27/12/2023	Wednesday						
28/12/2023	Thursday						
29/12/2023	Friday						

30/12/2023	Saturday					
31/12/2023	Sunday					
01/01/2024	Monday					
02/01/2024	Tuesday					

TOTAL TIME WORKED DURING THIS PERIOD:

	X 2	X 1.5	X 1
<i>Actual hrs worked</i>			

THIS SCHEDULE MUST BE SUBMITTED TO HR BY 05th JANUARY 2024 IN ORDER TO MEET THE JANUARY PAYROLL DEADLINE.

STAFF MEMBER
SIGNATURE

DATE

MANAGER SIGNATURE

DATE

Appendix 3: RHODES UNIVERSITY: APPLICATION TO PERFORM WORK OVER SHUTDOWN

This form needs to be completed for each member of staff, other than casual staff, who will be working at any time during the shutdown period, where leave or LILO is to be credited or where the staff member is to be paid for such work. This includes staff who are on standby during any of this time. Please send this application to the HR Remuneration, Benefits and Wellness Office. Other than for unforeseen events, this application should reach Human Resources by 16h30 on 03rd of November 2023

FOR COMPLETION BY MANAGER.

Surname/Initials of Staff Member		Employee Number	
Department/Division		Job grade	
Summary of duties to be performed:			

COMPLETE THIS SECTION IF THE STAFF MEMBER IS GOING TO BE ON STANDBY*

Grade at which standby duties are to be performed		Will the staff member be on contractual leave at this time?	
For how many hours per day is the staff member on standby? Please tick the applicable block.	24 hrs	Normal work hours (7.5 hrs)	Other hrs:

Please indicate below which days the staff member will be required to be on standby, by ticking only the relevant blocks below.

Date:	18 Dec	19 Dec	20 Dec	21 Dec	22 Dec	23 Dec	24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec	31 Dec	01 Jan	02 Jan	
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COMPLETE THIS SECTION IF THE STAFF MEMBER WILL WORK DURING SHUTDOWN (Other than for callouts linked to standby work).

Please indicate below, by ticking the relevant blocks, on which days the staff member will be required to work. Indicate how many hours will be worked, by completing the block below the date.

Date:	18 Dec	19 Dec	20 Dec	21 Dec	22 Dec	23 Dec	24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec	31 Dec	01 Jan	02 Jan	
Hours:																	

COMPLETE THIS SECTION FOR ALL APPLICATIONS

In respect of any work to be performed over shutdown, is it feasible to grant LILO before 31 st January 2024?	Yes	If no, state reason/s:
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I confirm that I have familiarised myself with the document: Protocol Regarding the Annual Shutdown Period and that this staff member has been advised regarding the treatment of leave and pay for work performed during Shutdown.

Manager Name:

Manager Signature:

Date:

FOR COMPLETION BY STAFF MEMBER.

I confirm that I have familiarised myself with the document: Protocol Regarding the Annual Shutdown Period and/or that I have been advised by my manager regarding the treatment of leave and pay for work performed during Shutdown. I further confirm that if I am paid in December for work to be performed over the shutdown period and I do not fulfil these responsibilities, I will notify my manager at the earliest opportunity. I understand that the relevant adjustment will need to then be made from my salary in January.

Staff member Signature: _____ Date: _____

*Standby for any period outside of the shutdown period is payable at standard rates. Please ensure that when submitting standby payments for staff, that there is no duplication of payment.