



LEAVE POLICY

1. ANNUAL LEAVE

Full-time Staff are entitled to 20 (twenty) working days paid annual leave in a leave cycle.

Staff who work part-time (or less than 5 days per week) are entitled to one day of paid annual leave for every 17 (seventeen) days actually worked.

Staffs' annual leave may not be substituted by payment in lieu of leave, unless the Staff's services are terminated, for whatever reason.

Staff are required to apply for annual leave in advance. Leave shall not be deemed to have been granted until such time as the manager has approved the Staff's request in writing. Staff are therefore advised not to go on leave or to make travel, flight and other arrangements until their leave request has been approved.

An annual leave cycle for the purposes of this Policy, and the contract of employment, will mean the 12 (twelve) months' continuous employment of the Staff by Funda Wande immediately following:

- The Staff's commencement of employment; or
- The completion of the Staff's prior annual leave cycle.

2. SICK LEAVE

Full-time Staff are entitled to 30 (thirty) days of paid sick leave per leave cycle.



If a Staff is absent from work as a result of illness or injury, he/she is required to contact his/her manager as soon as possible, but no later than 2 (two) hours after the time he/she was required to have reported for duty. The Staff must inform his/her manager of the reason for the absence and the anticipated period of absence.

A medical certificate, from a registered medical practitioner, is required if the Staff:

- has been absent from work for more than 2 (two) consecutive days;
- has been absent from work on more than 2 (two) occasions during an 8 (eight) week period;
- has special leave day(s) that are outstanding; or
- has been requested to provide this by a manager for any period other than those stated above.

Funda Wande may investigate the accuracy and / or authenticity of any medical certificate submitted by the Staff.

Abuse of sick leave (e.g. taking sick leave when the Staff is not genuinely ill) is a serious offence and will be dealt with in terms of the Funda Wande's Disciplinary Code.

All sick leave in excess of that which the Staff is entitled to in terms of this Policy will be treated as unpaid leave. Staff are warned that should they exceed their entitlement, and their absence impacts on the performance of Funda Wande, they may face incapacity: Ill Health Meeting, which may result in their dismissal.

A sick leave cycle for the purposes of this Policy, and the contract of employment, will mean the period of 36 (thirty-six) months' continuous employment of the Staff by Funda Wande immediately following:



- The Staff's commencement of employment; or
- The completion of the Staff's prior sick leave cycle.

In terms of this Policy a Staff's unused sick leave entitlement lapses at the end of the sick leave cycle in which it accrues.

3. FAMILY RESPONSIBILITY LEAVE

Full-time Staff are entitled to family responsibility leave and may request a maximum of 3 (three) days paid family responsibility leave during each annual leave cycle (see definition of annual leave cycle above). This will only be granted:

- When the Staff's child is sick; or
- In the event of the death of the Staff's -
 - Spouse or life partner; or
 - Parent, adoptive parent, grandparent, child, adoptive child, grandchild or sibling;
- Relocation of a permanent place of residence.

The following Staff do not qualify for family responsibility leave:

- Staff who have been employed for 4 (four) months or less;
- Staff who are employed for less than 4 (four) days per week.

Before paying Staff for family responsibility leave, Funda Wande may request the Staff to provide reasonable proof of an event for which the Staff has requested family responsibility leave.



In terms of this Policy, and the *Basic Conditions of Employment Act*, as amended, a Staff's unused family responsibility leaves entitlement lapses at the end of the annual leave cycle in which it accrues.

4. MATERNITY LEAVE

Full-time Female Staff are entitled to 4 (four) consecutive months' maternity leave.

A Staff may commence maternity leave:

- At any time from 4 (four) weeks before the expected date of birth; or
- On a date at which a medical practitioner certifies that it is necessary for the Staff's health or that of the unborn child.

Staff must notify Funda Wande in writing, at least one month before, or as soon as is reasonably practicable, of the date on which the Staff intends to commence maternity leave and to return to work after maternity. Unless the Staff is unable to do so.

Maternity leave will be regarded as a continuous service for purposes of leave accrual.

No Staff may commence work within 6 (six) weeks of the birth of her child, unless a medical practitioner certifies that she is fit to do so.

A Staff who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to maternity leave for 6 (six) weeks after the miscarriage or stillbirth, regardless of whether the Staff had commenced maternity leave at the time of the miscarriage or stillbirth or not.

Annual leave continues to accrue during the period of maternity leave.



5. UNPAID LEAVE

As a general rule, Funda Wande will not allow Staff to take unpaid leave.

At the CEO's sole discretion, and with due consideration of the impact granting such leave will have on other Staff and productivity, Funda Wande may waive this rule and allow a Staff to take unpaid leave. Staff must obtain prior approval before taking unpaid leave.

No other leave will accrue to Staff during any period of unpaid leave. Any period of unpaid leave will be deducted in full, unless other arrangements have been made, from the Staff's remuneration in the month in which the unpaid leave was granted.

6. OVERTIME

Those subject to the Basic Conditions of Employment Act (BCEA) will receive time compensation. Such time compensation will be accrued in accordance with the BCEA.

6.1 Allocation Process

Staff and their respective line managers are to consult on the terms of this arrangement - advisably before time worked or as soon as possible thereafter. The line manager must then notify the HR & Finance in terms of the agreement with the Staff and give instruction to load the necessary leave.