



Leave policy

It is influenced by Public Service ACT, 1994 subject to the provision of the ACT, employees are entitled for leave in the following ways:

- Apply and submit application for leave
- NB no leave other than for unexpected illness may be taken before application has been approved.
- 1. Sick leave
 - On the first day of resumption of duty, notify the supervisor of reasons for absence.
 - A medical certificate should accompany the application form if absent more than two days.
- 2. Temporary incapacity leave
 - This leave may be granted if one in exceptional cases, has exhausted his/her 36 days of normal sick leave.
 - NB this leave maybe granted/denied based on the facts of medical condition or based on how one has utilized his/her normal sick leave days.
 - NB if one has not managed his/her leave for initial 36 days correctly, a temporary incapacity leave may not be granted.
- 3. Maternity leave
 - Four months with full pay is entitled.
- 4. Adoption leave
 - One qualifies for maximum of 45 working days, if one adopts a child, younger than two years.
- 5. Family responsibility leave
 - One shall be given 5 days leave for leave per annual leave cycle.

Conditions for granting this type of leave

- When one spouse/life partner gives birth.
- When one's child, spouse or life partner is sick.
- When one's child, spouse, immediate family member dies.

Attachments

- Proof of birth, illness or death certificate is required.
- A form reflecting relationship is also needed.

6. Special leave

- This may be taken only on special urgent private affairs. This may not exceed 7 working days in a cycle.

Adopted and accepted by staff members

7. Union Members

- They are entitled for 15 days per cycle.

The policy was adopted by:

1. Principal : Samo
2. SGB Chairperson : 24.06.2018
3. Circuit Manager : _____
4. SMT : _____
5. Educator : 28.06.2018 [Signature]
6. DATE : _____

TEACHERS:

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Non-teaching

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