

1. General

A leave cycle extends from date engaged for one year. The Company will grant annual leave not later than six months after the end of the annual leave cycle. If carried forward leave cannot be taken in the available 6 months due to work commitments, the employee may request in writing an extension of his/her leave. If approved by the MD, it will be extended to a specific date and needs to be signed by both the employer (MD) and the employee. Leave not taken due to work commitments will be paid out on termination of employment.

Family responsibility leave, study leave, maternity leave and sport leave must be marked as special leave.

Any and all application for leave, irrespective of the type of leave applied for, must be applied for by completing the application for leave form (hereinafter simply referred to as the “leave form”), on Promon.

Absence without authorised leave will be seen in a serious light and will in all likelihood lead to dismissal.

2. Annual leave

An employee is entitled to at least 21 consecutive days (15 working days) annual leave . However this may be reduced by the number of occasional days leave taken by the employee. Annual leave may only be granted to an employee, if the employee has leave due to him/her and the annual leave is so requested, is at a time convenient to the employer. During the December shutdown, leave is compulsory and employees need to ensure that they have sufficient leave available to them in this regard.

The number of annual leave days will increase on the anniversary of employment by one day for the first five years of employment to 20days per annum on completion of five years service. With the approval of the Managing Director certain senior employees (Permomnes 6 and above) may be engaged with 20 working leave days per annum. In such cases and in respect of certain other senior employees (Peromnes 1 to 4), with the approval of the Sub-holding Company Chief Executive, following the completion of five years service, annual leave may be increased to 25 days.

It is the employee’s responsibility to correctly complete the leave form. The employee must apply for leave by completing the leave form on Promon, prior to the leave being taken. If the employee has a team leader, his/her team leader must support his/her application for leave by approving the leave form. Finally, the employee’s manager must approve the leave by approving the leave form on Promon. It is the employee’s responsibility to confirm that his/her application for leave has been approved. The reporting manager must ensure timeous submission of leave forms and submission of leave forms remains the responsibility of the reporting manager.

An employee must apply for his/her annual leave at least 4 weeks in advance before he/she leaves, and for occasional leave at least 2 days before he/she leaves. If an employee leaves without an approved leave form, the employee will automatically be regarded as absent without authorized leave.

At the employee’s request, the company may reduce an employee’s entitlement to leave by the number of days of occasional leave taken by the employee. The company will grant the employee an additional day of paid leave if a public holiday falls on a day during an employee’s annual leave on which the employee would ordinarily have worked. Ad hoc days of annual leave will be granted on the basis that it is fairly distributed amongst the employees, especially during periods when there are public holidays, and after paying due regard to essential manning levels. At no stage may an office be undermanned due to the detriment of the business. Managing directors are responsible for implementing this policy and for informing appropriate personnel.

Half-day leave will only be considered if a signed written motivation is attached to the leave form, and provided to his/her manager or a director. The employee will not be permitted to take annual leave during

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any other period of leave to which the employee is entitled or during any period of notice of termination of employment.

Leave may be accumulated up to a maximum of 25 days, as assessed on the last day of the financial year (currently 28th February). Any deviation to this policy must have the approval of the sub-holding company Chief Executive. Where leave has been requested but not granted, the refused application must be in writing.

Leave may not be accumulated in excess of 25 days. In November of each year all employees who are likely to be over the limit at the 28th February of the following year will be notified, and those employees will be required to take such excess leave. Leave in excess of this limit of 25 days at the end of the financial year will be forfeited unless such leave is as a result of the employee being prevented from taking leave by the employer and leave has been applied for and refused by the employer in writing.

Should an employee resign, he/she is only entitled to a number of accrued annual leave days up to a maximum of 15 days being paid out to him/her as stated by the Basic Conditions of Employment Act. The number of days in excess of the 15 days will be forfeited.

The MD reserves the right to refuse an employees leave application on the basis of work commitments. Reasons for the refusal to approve any leave application, must be done in writing.

3. Sick leave

Sick leave cycle means a period of 36 months after employment commences, or the completion of the prior sick leave cycle. During every sick leave cycle the employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks. During the first six months of employment, an employee is entitled to one day’s sick leave for every 26 days worked.

If an employee is sick he/she must exercise best effort to verbally inform his/her manager about the illness as soon as possible (for all intents and purposes on the first day of illness). If verbal notification is impossible, he/she must exercise best effort to have his/her manager informed in another manner. On the employee’s first day back at work, he/she must complete an application for leave form (on Promon)

If an employee becomes sick at work and wants to go home he/she must notify his/her manager and if there are more than 4 working hours left in the working day he/she must put in a half-day sick leave.

If an employee is sick for more than 2 consecutive working days; or if he/she is sick on a Friday or on a Monday; a day before or after a public holiday; a day before or after annual leave, he/she must obtain a valid medical certificate. On the employee’s first day back at work, he/she must produce the valid medical certificate, complete an application for leave form (on Promon), attach the valid medical certificate to the application for leave form, and hand it in to his/her manager (or, where applicable, his/her team leader if his/her manager is not available). On the bottom of the leave form under remarks an employee must write what the illness is, for example: “Flu”. If there is a specific pattern of sick leave and the employee applies for sick leave more than twice in 8 weeks the employer has the right to ask for a medical certificate on the day after returning from sick leave. If the employee is unable to produce a valid medical certificate, the leave will be treated as annual or unpaid leave.

A valid medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament. The company is not required to accept the produced certificate if it is not a valid medical certificate stating the employee was unable to work for the duration of the employee’s absence on account of sickness or injury. If the employee does not provide an acceptable valid medical certificate, the employee may automatically be regarded as absent without authorized leave.

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4. Family responsibility leave

Every employee is entitled to 3 days family responsibility leave per annum. However if an employee needs more than 3 days a year he/she may apply for this and the directors will consider it on merit. Family responsibility leave covers the following circumstances:-

- when an employee’s child is born or
- when an employee’s child is sick; or
- in the event of the death of:-
 - the employee’s spouse, life partner,
 - parent, adoptive parent,
 - grandparent,
 - child, adopted child, grandchild or sibling.

On the bottom of the leave form under remarks an employee must write what the purpose is of his/her family leave for example: “birth of child”. The company may require reasonable proof of an event for which the leave was required before granting the leave. The employee may take family responsibility leave in respect of the whole or a part of a day. 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.

5. Study leave

Study leave will only be granted for exams and not tests.

Study leave may only be granted for company approved courses and after a minimum of four months employment. Study leave must be approved by the Managing Director and the number of days should be in accordance with the course being followed and agreed between the employee and the employer, at the time of approval of the relevant course. As a guide study leave is limited to one paid day for pre-exam study and one paid day for the actual day the exam is written. If two exams are written on one day, only one paid day’s leave is granted. In the event that one exam is written and this is in the morning, and the employee is not writing a further exam the following day, the employee will be expected to return to work immediately following the conclusion of that exam. The total number of days study leave granted annually generally should not exceed ten working days. The value of study leave granted shall be subject to and included in the workback obligations in respect of any approved study assistance.

Any additional time required is to be deducted from the employee’s annual leave entitlement.

Study leave for any course unrelated to the position held by the employee, and which does not have approval of the employer, will not be granted. In such instances employees will be required to utilise their annual leave entitlement.

Study leave will only be approved if the employee’s manager has received a completed leave form with an attached exam roster on the specific institution’s letterhead at least 2 weeks before date of leave.

If the exam falls on a Monday study leave will be given for the Monday only. The employee must write under remarks at the bottom of the leave form what the purpose is for study leave, for example: “writing exam”.

An employee is not entitled to study leave during his/her notice period of resignation.

Also see Certification Policy AP013.

6. Extended leave, unpaid leave and Sports leave

Extended, unpaid and sports leave may be granted from time to time. Such leave needs to be approved by the Managing Director where the conditions pertaining to such leave and the obligation re-employment will be clarified in writing prior to departure.

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The directors will only consider sport leave for representation on a national level, or for representation on a provincial level for national competitions, and only on their discretion. Applications for sports leave must be accompanied by the official request for participation and notification of the sporting event where the dates are included. The prescribed application for leave form must be used to apply for sport leave at least 30 days in advance, and approved by a director.

7. Maternity leave

A salaried employee may only be granted maternity leave benefits if she has been in the companies employ for 12 months" uninterrupted service. In the event that the employee goes off on maternity leave in the 12th month of service then these benefits will apply. This maternity leave will be paid at 100% of the employee's remuneration at the end of each month for four months. Any salaried employee having less service will receive unpaid maternity leave for a maximum period of four months, in accordance with the Basic Conditions of Employment Act. Such employee will also not be entitled to use of company assets during this period.

With effect from 1 January 2009 salaried employees employed on either TCOE or Cash + benefits basis of remuneration, enjoying benefits under this policy will be required to sign a work-back agreement which will require a refund of benefits received in the event of termination of service for any reason whatsoever prior to the completion of 12 months service from date of return to work, following maternity leave. The agreement required to be completed is available from the Human Resources department.

For employees on TCOE with 12 months service or more

- Employee to receive four months" maternity leave;
- Employee to receive 100% of package if on TCOE during the four month period;
- The employee shall continue to pay the full medical aid contributions (included in package) and the amount paid will be reduced by the amount paid to the Medical Aid on behalf of the employee;
- The employee shall maintain the contributions in respect of Pension/Provident Fund (included in package) and the amount paid will be reduced by the amount paid to the Pension/Provident Fund on behalf of the employee;
- Contributions in respect of risk benefit (Disability Cover) (included in package) shall be maintained at full value and accordingly the amount paid will be reduced by the amount paid to the Disability Scheme on behalf of the employee;
- Contributions in respect of death cover and administration (Pension/Provident Fund) (included in package) must be maintained at full value and accordingly the amount paid will be reduced by the amount paid to the Fund/Scheme on behalf of the employee;
- Any company assets e.g. laptop computer allocated to an employee, with the approval of the line manager, may be retained by the employee at the employees" sole responsibility. The use of any petrol card will be suspended for the duration of maternity leave. Any Tool-of-Trade asset is to be returned to the company; and
- Annual leave is not adjusted and continues to accrue during the initial four month period. Leave will not accrue during any unpaid period.

For employees on Cash + benefits with 12 months service or more

For employees on Cash + benefits the same qualification criteria and benefit level as above will apply, however, the employer will continue to make the usual company contributions to the Company's Pension Fund and Company's Disability Benefit Scheme or Company's Provident Fund in respect of retirement

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funding, death and disability and deduct the employee contribution from payment made to the employee in respect of retirement funding, death and disability benefits based on pensionable emoluments.

The employer will continue to make payment of any medical aid subsidy to the extent that this was paid prior to the employee proceeding on maternity leave.

Employees may extend maternity leave to six months but the last two months will be unpaid and employees will be required to meet the cost of benefits and medical aid from their own resources.

An employee who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to sick leave for two weeks after the miscarriage or stillbirth, whether or not the employee had commenced maternity leave at the time of the miscarriage or stillbirth, subject to available sick leave.

Should a female employee adopt a child less than six months old, maternity leave of a maximum of six weeks will apply and above mentioned benefits will be provided and be subject to the same conditions.

8. Religious Leave

Religious leave is confined to statutory public holidays as determined by the Department of Home affairs, from time to time.

Should an employee so wish and subject to the requirements of the business, annual leave may be taken for any other religious holidays recognized by their faith.

9. Leave Treatment

- 9.1 In all respects of the different forms of leave outlined above, should a leave form not be received by the HR Department within five days from the leave being taken, the leave will be treated as unpaid leave.
- 9.2 Study leave, sick leave and family responsibility leave may be treated as annual leave: or in instances where the employee does not have any annual leave available, as unpaid leave, where supporting documents such as medical certificates, exam timetables, etc. has been omitted.
- 9.3 No employee will be allowed to enter into a negative sick leave balance. If sick leave is exhausted, the employee would need to apply for annual or unpaid leave.
- 9.4 In special circumstances where an employee has been granted negative annual leave, only a maximum of minus five days will be allowed, and no further leave may be granted until the employee has accumulated leave and annual leave is due to him/her. Should unforeseen circumstances arise which resulted in an employee having a negative leave balance as at the end of the financial year (28 February), this leave will be recovered from the employee with the February salary run. Leave should be managed in such a way that this does not occur.
- 9.5 It is incumbent upon reporting managers to ensure that the above is strictly adhered to.

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