



LEAVE MANAGEMENT POLICY

POLICY NUMBER	
POLICY TYPE	HUMAN RESOURCE POLICY
LAST APPROVAL DATE	19 JANUARY 2026
COMMENCEMENT DATE	19 JANUARY 2026
INITIAL APPROVAL DATE	19 JANUARY 2026
PREVIOUS REVIEWALS	30 JUNE 2016
NEXT REVIEW DUE	19 JANUARY 2027
RESPONSIBLE MANAGER	HEAD: CORPORATE SERVICES

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1. PREAMBLE

This policy aims to regulate employee leave categories in a fair and consistent manner, safeguarding the rights and responsibilities of both employees and the employer. The Entity adheres to all applicable legislation and collective agreements when granting leave, subject to the specific conditions and requirements of each leave type.

2. PURPOSE

The purpose of this policy is to inform all staff members of the requirements for applying for the various types of leave available to them, as well as the procedures for managing such leave.

3. OBJECTIVES OF THE POLICY

- a) To regulate the utilisation of leave and related service benefits.
- b) To govern the official release or absence from duty for specific purposes, including special leave and other categories of leave.
- c) To define the circumstances under which the executing authority may authorise special leave with full pay.
- d) To outline responsibilities, other than work-related duties, for which employees are not required to utilise their leave.
- e) To prevent potential or suspected abuse of leave by ensuring that proper procedures are followed before leave is granted.
- f) To place the responsibility on employees to ensure they have sufficient leave days available before applying.
- g) To regulate the integration of various leave categories into the electronic leave management system.

4. SCOPE OF APPLICATION

This policy applies to all employees of Port St Johns Development Agency, except for temporary staff members who work fewer than 24 (twenty-four) hours per month.

5. LEGISLATIVE POLICY FRAMEWORK

- a) Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- b) Municipal Systems Act, 2000 (Act No. 32 of 2000)
- c) Municipal Structures Act, 1998 (Act No. 117 of 1998)
- d) Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- e) Labour Relations Act, 1995 (Act No. 66 of 1995)
- f) Employment Equity, 1998 (Act No. 55 of 1998)
- g) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)

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- h) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- i) SALGBC Collective Agreements.
- j) Any other applicable legislation.

6. DEFINITION OF TERMS

"Board" means the Board of Directors of Port St Johns Development Agency O.R. Tambo Development Agency SOC Ltd as appointed in terms of section 93E of the Municipal Systems Act.

"Port St Johns Development Agency" means Port St Johns Development Agency O.R. Tambo Development Agency SOC Ltd Agency.

"Life partner" means a person who is in a serious, long-term committed relationship with someone else, but not married. It can be anyone in any type of relationship, whether it is heterosexual or homosexual and can choose to have children or not.

"Medical Practitioner" means all practitioners known as a registered Medical Practitioners, which is a care professional who is registered on the General Medical Council list of registered Medical Practitioners with a license to practice.

"CEO" means Chief Executive Officer

"MSA" means Municipal Systems Act 32 of 2000.

"Substance abuse" means uncontrolled use of alcohol, illegal drugs or prescribed drugs that affects normal daily life.

"HOD" means Head of Department.

"Head Corporate Services" means a senior manager responsible for Corporate Services

"Re-scheduling" means a process where the supervisor or manager, due to operational requirements, recommends an alternative period of leave to be taken.

"Delegation" means the transfer of responsibility for specific task from one person to another.

"Employee" means a person as defined by in section 200A of the Labour Relations Act 66 of 1995 as amended and section 82 of the BCEA 75 of 1997. An employee is a person who works for or render services to any other person, is presumed regardless of the form of the contract, to be an employee "

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7. PROBLEM STATEMENT

The Entity has identified gaps in the implementation of the Leave Management Policy, which necessitated alignment with the SALGBC Collective Agreements and the Local Government: Municipal Staff Regulations. Additionally, a clear distinction in leave management was required between senior managers and employees below senior management level. This policy seeks to apply a uniform approach to leave management across the Entity, ensuring consistency and compliance throughout.

8. PRINCIPLES, VALUES AND/OR PHILOSOPHY

- a) Fairness
- b) Consistency
- c) Openness
- d) Consultation and Communication
- e) Cost Effective

9. POLICY PROVISIONS

9.1 Classification of Leave

- 9.1.1 Annual leave.
- 9.1.2 Sick leave.
- 9.1.3 Family responsibility leaves.
- 9.1.4 Maternity leave/Adoption leave
- 9.1.5 Study leave.
- 9.1.6 Special leave.
- 9.1.7 Injury on Duty leave.
- 9.1.8 Temporary Incapacity leaves.
- 9.1.9 Permanent Incapacity leaves.

10. ANNUAL LEAVE

10.1 For Employees Below Senior Managers

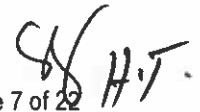
- a) Employees are entitled to annual leave with full pay during each leave cycle of 12 months, commencing on 01 January and ending on 31 December of the following year. The employer shall grant 24 (twenty-four) working days of paid leave for every completed leave cycle. For employees who have not completed a full leave cycle, leave credits will be pro-rated based on the period worked.
- b) Employees are required to take a compulsory minimum of sixteen (16) days of annual leave within each leave cycle.
- c) Annual leave may not be taken in advance unless it has accrued to the employee and prior written approval has been obtained.

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- d) If an employee takes leave without prior approval, such leave shall be considered unpaid and may result in disciplinary action.
- e) In the case of an emergency or unforeseen circumstance preventing an employee from reporting for duty, the employee must notify their immediate supervisor at the start of the shift or before 8:00 AM. Failure to do so may lead to disciplinary action.
- f) Annual leave taken must be captured within two (2) days of the employee's return to work.
- g) Under no circumstances shall overtime worked be converted into annual leave.
- h) After taking compulsory 16 working days of leave, the employee is left with 8 working days.
- i) Excess 8 working days from the previous cycle must be utilised within six (6) months after the end of that cycle .i.e (January – June) Unused leave after this period may be forfeited.
- j) Excess leave of 8 workings days maybe encashed provided the employee was unable to take leave due to operational requirements.
- j) No employee may have more than 8 days of annual leave credit six months after the end of a leave cycle. Upon termination of service, an employee shall be paid for unused leave in accordance with the Basic Conditions of Employment Act (Act 75 of 1995).
- l) Annual leave may only accumulate up to a maximum of 24 working days, and leave provisions are calculated on this capped limit.
- m) Employees must confirm with their supervisors whether their leave applications have been approved to avoid unauthorised leave.
- o) Both employees and their immediate supervisors must ensure that annual leave taken is captured and approved.
Failure by either party to comply may lead to inaccurate HR reporting and will result in disciplinary action.

10.2 Annual Leave for Senior Managers

- a) In accordance with the Local Government: Municipal Staff Regulations for Senior Managers (Government Gazette No. 37245), the annual leave cycle for senior managers runs from 1 January to 31 December of each year.



- b) A senior manager who commences employment after 1 January shall be entitled to annual leave on a pro-rata basis.
- c) The annual leave entitlement of a senior manager must be stipulated in the employment contract.
- d) A senior manager is entitled to 24 working days of annual leave per annum. Applications must be submitted using the official leave form as prescribed and attached in Annexure E of the regulations.
- e) A senior manager accrues no more than two (2) working days of leave per month worked during the annual leave cycle.
- f) In the event of an emergency or unforeseen circumstances preventing a senior manager from reporting for duty, he/she must inform the immediate supervisor at the start of the shift or before 08:00 AM. Failure to do so may result in disciplinary action.
- g) Annual leave taken must be captured within two (2) days of returning to work.
- h) A senior manager may accrue a maximum of 24 working days of annual leave.
- i) No leave is accrued during periods of unpaid leave or unauthorised absence. Accrued leave shall be reduced pro-rata in accordance with the number of unpaid or unauthorised days.
- j) A senior manager must take at least 10 working days of annual leave during each leave cycle. The remaining balance must be taken before the end of the following leave cycle, failing which it will be forfeited.
- k) A senior manager's application for leave must not be unreasonably refused.
- l) If a leave application is not approved due to operational requirements, the senior manager must be informed in writing, with the reasons for refusal and details of the future rescheduling arrangements.
- m) If a senior manager is recalled from leave due to operational requirements, the number of days forfeited must be credited back to their annual leave balance.
- n) The CEO is responsible for encouraging senior managers to take their annual leave within the cycle in which it accrues and must also establish a system to accurately record the leave taken.

11. SICK LEAVE

11.1 Sick Leave for Employees Below Senior Managers

- a) Employees are entitled to a maximum of 80 (eighty) days of sick leave on full pay within a three-year (3) sick leave cycle.
- For new appointments, employees may not take more than 30 (thirty) days of sick leave during the first year of employment.
 - A medical certificate must be submitted within three (3) days from the first day of illness, issued by a registered medical practitioner or any other person certified to diagnose and treat patients, and registered with a professional council established by an Act of Parliament.
- b) If an employee is absent due to illness for more than two (2) consecutive days, a valid sick leave certificate is required.
- The employer may also request a medical certificate for each day of absence where there is evidence of abuse.
 - Abuse of sick leave may constitute a serious disciplinary offence.
- c) If an employee is absent due to illness on more than two (2) occasions within eight (8) weeks, a medical certificate will be required regardless of the number of sick days taken.
- d) If an employee feels unwell and is unable to report for duty, they must notify their immediate supervisor at the start of the shift or before 08:00 AM.
- Failure to report may result in disciplinary action.
- e) Unused sick leave shall lapse at the end of the three-year sick leave cycle.
- f) If an employee takes sick leave without sufficient accrual, or where both sick annual leave have been exhausted, such leave shall be unpaid.
- g) Sick leave may only be used when the employee is incapacitated due to illness or injury.
- Sick leave is not a substitute for annual leave.
- h) If an employee is unable to complete a sick leave application while on leave, they must submit the application within two (2) days of returning to work.
- i) Upon termination or expiry of employment, any unused sick leave will not be paid out to the employee.

j) In cases of prolonged illness, the Entity will submit a disability claim to the appropriate insurer or fund.

11.2 Sick Leave for Senior Managers

a) A senior manager is entitled to 36 working days of sick leave during each sick leave cycle.

- A senior manager appointed after 1 January will receive sick leave on a pro-rata basis for the remainder of the cycle.

b) Sick leave does not carry over from one cycle to the next. Any unused sick leave lapses at the end of the cycle.

c) A senior manager must provide an original medical certificate in the following cases:

- Sick leave taken for more than two (2) consecutive days, or
- Sick leave taken on more than two (2) occasions within an eight (8) week period.

The certificate must be issued and signed by a medical practitioner or any other person legally certified to diagnose and treat patients and registered with a professional council established by an Act of Parliament.

d) Failure to provide a valid medical certificate may result in:

- A deduction from the senior manager's annual leave balance, or
- Unpaid leave, if no annual leave is available.

e) If there is reasonable suspicion that a senior manager is abusing sick leave, the Entity may require the senior manager to undergo a medical examination by a medical practitioner of the Entity's choice.

f) A senior manager who is unable to report for duty due to illness must inform the Chief Executive Officer (CEO) as soon as reasonably possible.

g) Upon submission of a medical certificate, the employer must verify the following key features:

- Name, address, and qualifications of the medical practitioner
- Full name of the patient, which must match the senior manager's details
- Identity number of the senior manager
- Date and time of the medical evaluation
- Medical practitioner's observations based on examination
- Information provided by the patient that is supported by acceptable medical grounds

- With the senior manager's consent, a layman's description of the illness or injury
- If consent is withheld, a statement confirming the employee is unfit for duty due to illness or injury
- Whether the senior manager is totally indisposed or able to perform light duties
- The specific period of recommended sick leave
- Date of issue of the medical certificate
- In the case of a pro forma medical certificate, any wording not applicable must be deleted

h) If a senior manager has exhausted their sick leave within a cycle:

- They may, at the CEO's discretion, use annual leave for recovery.
- If no annual leave is available, up to 30 days of unpaid leave may be granted.

i) If a senior manager becomes ill during any other type of leave (e.g. annual or special leave), that leave must be completed first before sick leave can be granted.

j) The CEO may, with the senior manager's consent, reduce the senior manager's pay for any day's absence due to illness or injury, provided the conditions of Section 22(6) of the Basic Conditions of Employment Act (BCEA) are met.

11.3 Additional Paid Sick Leave

a) Employees who have at least 60 working days of unused sick leave at the end of a three-year sick leave cycle shall receive an additional 20 working days of paid sick leave in the ensuing cycle.

- However, no employee may become entitled to more than 100 working days of paid sick leave in any one sick leave cycle.

b) If an employee has exhausted the maximum sick leave entitlement and is still unable to resume duty due to ill health, the Entity may grant an additional 60 working days of sick leave in cases of chronic illness and/or hospitalization, structured as follows:

- 30 working days on full pay, and
- 30 working days on half pay

c) The following conditions shall apply to the granting of additional sick leave:

1. The employee must submit a satisfactory medical certificate from a registered medical or dental practitioner, who is registered with a recognized professional council established by legislation.

2. The Employer must be satisfied that the employee is not permanently incapacitated and is expected to resume normal duties.
3. The additional sick leave may be granted for:
 - o Separate periods of absence, and
 - o Different types of illnesses or medical conditions.
4. An employee who has exhausted their full paid sick leave, including additional paid sick leave, may submit a written request for the use of annual leave to supplement:
 - o Half-pay sick leave, or
 - o Unpaid sick leave.

12. TEMPORARY INCAPACITY LEAVE FOR SENIOR MANAGERS

12.1 A senior manager who has exhausted their sick leave entitlement within a three-year cycle and who, according to a relevant medical practitioner, requires further leave due to temporary incapacity, may, at the discretion of the Entity, be granted additional sick leave with full pay in the event of serious illness.

- Such leave must be certified in advance by the attending medical practitioner as a case of temporary incapacity, except where circumstances do not permit prior certification.

12.2 The CEO may require the senior manager to obtain a second medical opinion before approving additional sick leave.

- Any costs related to obtaining this second opinion may be borne by the Entity.

12.3 The Entity may grant up to thirty (30) consecutive working days of additional sick leave with full pay, during which an investigation into the nature and extent of the incapacity shall be conducted.

- This investigation will be carried out in accordance with Item 10(1) of Schedule 8 of the Labour Relations Act 66 of 1995, as amended.

12.4 Based on medical evidence, the Entity may approve additional sick leave subject to any conditions it deems appropriate.

13. PERMANENT INCAPACITY

If the degree of incapacity of a senior manager is certified by a competent medical practitioner as permanent, the entity may invoke the incapacity procedures as provided for in Schedule 8 of the Labour Relations Act 66 of 1995 as amended, mutatis mutandis also applies for levels below senior managers.

14. LEAVE FOR OCCUPATIONAL INJURIES AND DISEASES

14.1 Employees who suffer occupational injuries or contract occupational diseases because of their work shall be granted sick leave (IOD) for the duration that they are unable to work, provided that such injury or incapacitation is certified by a registered medical practitioner.

- The approval of this leave is delegated to Corporate Services.
- The employee must:
 - a) Lodge a claim with the Compensation Commissioner against the Entity through Human Resources.
 - b) Undertake to use any compensation received, in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA), to reimburse the Entity as far as possible for costs arising from the injury.

14.2 The Employer is obliged to take reasonable steps to assist the employee in claiming compensation under COIDA.

14.3 A senior manager who sustains an injury during any period of leave other than sick leave must first complete that period of leave before being granted IOD leave.

14.4 The provisions of Regulations 23(13) and 28 do not apply to an inability to work caused by an accident or occupational disease as defined in COIDA, except for any period during which no compensation is payable under COIDA.

15. MATERNITY LEAVE

15.1 Maternity and Adoption Leave for Employees Below Senior Managers

- a) An employee, including one adopting a child under Four (4) months of age, shall be entitled to Four (4) months paid maternity or adoption leave. There is no limit on the number of confinements or adoptions for which this leave may be taken. This provision also applies to employees whose child is stillborn.
- b) Maternity leave may commence up to four (4) weeks prior to confinement.
- c) To qualify for paid maternity leave, an employee must have completed at least one (1) year of continuous service with the employer.

15.2 Maternity Leave for Senior Managers

- a) A senior manager who has completed at least one (1) year of continuous service with the Entity is entitled to four (4) consecutive months' maternity leave. Maternity leave may commence any time from four (4) weeks before the expected

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delivery date or on a date certified by the attending medical practitioner as necessary for the health of the senior manager or the unborn child.

b) A senior manager who experiences a miscarriage during the third trimester or bears a stillborn child is entitled to at least six (6) weeks' maternity leave following the miscarriage or stillbirth, regardless of whether maternity leave had already commenced.

c) A senior manager who adopts a child younger than three (3) months at the time of adoption may be granted up to four (4) consecutive months' maternity leave.

d) No senior manager may return to work within six (6) weeks after childbirth, unless a medical practitioner certifies that she is fit to resume work.

16. FAMILY RESPONSIBILITY

16.1 Family Responsibility Leave for Employees Below Senior Managers

a) Family responsibility leave applies to employees who have been employed by the Entity for longer than four (4) months.

b) Upon receipt of reasonable proof, the Entity shall grant an employee a total of five (5) working days paid leave during each annual leave cycle, which the employee is entitled to take for any of the following reasons:

- i. The birth of the employee's child.
- ii. Illness of the employee's child.
- iii. Illness of the employee's spouse or life partner.
- iv. In the event of the death of:

c) The employee's spouse or life partner; or

d) The employee's parent, adoptive parent, parent-in-law, grandparent, child, adopted child, grandchild, or sibling.

16.2 Family Responsibility Leave for Senior Managers

A senior manager is entitled to five (5) working days family responsibility leave per annual leave cycle, which may be used in the following circumstances:

a) The senior manager's spouse or life partner gives birth to the senior manager's child.

b) The senior manager's child, spouse, or life partner is sick.

c) The senior manager's spouse or life partner, parent, adoptive parent, parent-in-law, grandparent, child, adopted child, grandchild, or sibling dies.

The Entity may require reasonable proof of the incident for which family responsibility leave is granted.

17. PARENTAL LEAVE

An employee who is a parent of a child is entitled to at least ten (10) consecutive unpaid parental leave days when:

- The employee's child is born.
- Adoption is granted; or
- The child is placed in the care of a prospective adoptive parent by a competent court pending the finalization of an adoption order.

The employee may claim Unemployment Insurance Fund (UIF) benefits for the 10 days taken.

18. STUDY LEAVE FOR EMPLOYEES BELOW SENIOR MANAGERS

18.1 Examinations

Examination leave for purposes of examinations approved by the Entity may be granted as follows:

a) Two (2) days leave prior to the examination for each paper written.

b) One (1) day leave for the day of the examination, irrespective of the number of papers written on that day. Such leave is granted only after submission of proof, such as an Examination Timetable.

c) Absence exceeding three (3) days for exam preparation, including research programmes and other related developmental programmes, will be subject to approval by the Chief Executive Officer upon recommendation from Corporate Services.

18.2 Lecture Attendance

a) Lecture attendance leave must be approved by the immediate manager/supervisor to allow the employee to attend a specific study programme. The programme should involve mandatory student gatherings as part of pursuing a relevant qualification, with approval granted upon submission of acceptable proof.

b) Attendance leave shall only be granted for educational programmes approved by Port St Johns Development Agency, which are deemed to add value to the Agency's

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mission. The Agency reserves the right to determine the acceptability of proof submitted for attendance leave applications.

c) Attendance leave applications must be submitted at least one (1) full calendar month prior to the intended leave period.

18.3 Study Leave for Senior Managers

Study leave for the purpose of attending lectures approved by the Port St Johns Development Agency may be granted as follows:

a) If a Senior Manager plans to attend a training programme that forms part of their personal development plan, the Entity may, upon receipt of official proof of the programme, grant up to twenty (20) working days leave per year. This includes ten (10) days for examinations linked to formal qualifications and ten (10) days to attend classes or lectures.

b) A Senior Manager may be granted leave to attend workshops, conferences, or seminars related to continued professional development, provided that the Chief Executive Officer has approved the Senior Manager's attendance.

c) A Senior Manager required to attend a training programme addressing a priority skill identified by the Entity, as part of their personal development plan, must be granted paid time off in addition to their normal leave entitlement.

d) The Entity may offer appropriate flexible working arrangements to a Senior Manager required to complete a structured learning programme.

19. SPECIAL LEAVE FOR EMPLOYEES BELOW SENIOR MANAGERS

a) A maximum of ten (10) working days special leave on full pay per year shall be granted to an employee, subject to submission of supporting documents, if the employee:

b) Is required to remain in quarantine on the instructions of a registered medical practitioner and/or for treatment of substance abuse.

c) Is required to represent South Africa or the province as a selected member or official in a bona fide sports event, or a provincial or national arts and culture event.

d) In addition to the ten (10) working days special leave provided above, special leave on full pay shall be granted to an employee who is subpoenaed to appear in court as a witness, provided proof is submitted.

20. SPECIAL LEAVE FOR SENIOR MANAGERS

A Senior Manager may be granted paid special leave for occasions such as:

- Military service
- Collective bargaining and other labour relations requirements
- Participation in sports at provincial or national level
- Sabbaticals, where appropriate
- Treatment of substance abuse

21. LONG SERVICE BONUS FOR EMPLOYEES BELOW SENIOR MANAGERS

22.1 An employee shall qualify for the following additional leave as recognition for continuous service at the completion of the following years:

a) 5 years' service: 5 days accumulative leave plus a once-off payment equal to 2% of the employee's annual salary.

b) 10 years' service: 10 days accumulative leave plus a once-off payment equal to 3% of the employee's annual salary.

c) 15 years' service: 15 days accumulative leave plus a once-off payment equal to 4% of the employee's annual salary.

d) 20 years' service: 15 days accumulative leave plus a once-off payment equal to 5% of the employee's annual salary.

e) 25 years' service: 15 days accumulative leave plus a once-off payment equal to 6% of the employee's annual salary.

22.2 On termination of service, an employee shall be paid his/her leave entitlement, including the once-off percentages mentioned above, calculated in terms of the relevant provisions of the Basic Conditions of Employment Act 75 of 1997.

22. GENERAL PROVISIONS

Except under exceptional circumstances, no employee may be absent from their designated place of duty without submitting a written application for leave and receiving prior approval from their immediate supervisor.

23. UNAUTHORISED ABSENCE FROM WORK

a) Any absence by an employee without approved leave or express permission from their manager shall be regarded as unauthorised and treated as leave without pay unless the employee provides a valid reason.

b) Upon returning to work, the employee must complete a leave application through a leave application form. If the leave is subsequently ratified, the number of days absent may be deducted from the employee's annual leave credits.

c) Even where the employee has sufficient leave to their credit, unauthorised absence must be followed by disciplinary action. The manager must ensure that a misconduct charge is initiated in addition to withholding pay for the unauthorised period.

d) In the case of a Senior Manager who is absent without permission:

i. The absence will be regarded as leave without pay.

ii. If the absence exceeds fifteen (15) consecutive working days and:

- o The Entity has taken reasonable steps to trace the Senior Manager without success,
- o The Senior Manager may be deemed to have deserted their post and thereby resigned.

e) Any employee absent without approved leave or permission for a period exceeding ten (10) consecutive working days may be deemed to have absconded, be subjected to a disciplinary process, and potentially have their services terminated.

f) Clause 22.d(ii) does not apply to a Senior Manager who can show good cause for being unable to inform the Entity of the reason for their absence.

g) For calculating unpaid leave for Senior Managers, refer to the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (No. 37245).

24. OFFICE OPERATIONS IN DECEMBER

a) Managers must submit leave schedules to the Corporate Services Department, indicating:

- Employees who will be on leave, and
- Employees who will continue working during the December/January period.



b) Leave during the December-January shutdown period will be compulsory for all employees whose roles allow them to be absent due to reduced operational requirements.

25. REMOTE WORK ARRANGEMENT

a) Remote work is a temporary arrangement between the employee and their manager allowing work from a non-office location for a defined period.

b) Employees must submit a formal request to be considered for remote work.

c) Newly appointed employees must first undergo proper orientation and induction in their respective departments before being allowed to work remotely.

d) During remote work, all employees must adhere to the Entity's policies as they would when working on-site.

e) The employee must inform their supervisor of their primary working address. Supervisors must ensure that remote employees are equipped with the necessary tools of trade (e.g. laptop, cellphone).

- The employee is responsible for:
 - Ensuring a distraction-free environment
 - Maintaining a reliable internet connection to support job performance

f) If the employee travels or works from a different location than the declared primary address, they must inform their immediate supervisor and ensure all equipment is safeguarded during transit and use.

26. TERMINATION OF SERVICE DURING LEAVE

a) As a general rule, and unless otherwise approved under special circumstances by the Head of Department, an employee's notice of termination of service may not run concurrently with annual leave. Likewise, neither the employee nor the Entity may issue a notice of termination while the employee is on annual leave.

b) The Chief Executive Officer (CEO) may, at their discretion and under certain circumstances, approve that annual leave be taken concurrently with the notice period.

c) An employee may be granted sick leave or temporary disability leave during a notice period if normal sick leave credits are exhausted, provided that a valid medical certificate is submitted in both instances.

27. ROLES AND RESPONSIBILITIES

Role	Responsibility
Board	Approves the Policy
Chief Executive Officer	Approves the Implementation of the Policy
Chief Financial Officer	<ul style="list-style-type: none"> ▪ Support the implementation of the Policy through budget confirmation. ▪ Recommends leave provisions in financial year.
Immediate Supervisor	Recommends leave applications to eligible employees.
Head of Department/ Manager	Approves leave applications to eligible employees.
Human Resources	<ul style="list-style-type: none"> ▪ Confirms leave application to eligible employees. ▪ Custodian of employee leave reports and produce reports/statistics. ▪ Keep records of leave management. ▪ Facilitate the implementation of the Leave Management Policy.
Employees	Submit leave application on time and comply with the rest of the provisions of the policy.

28. RECORD KEEPING

All documentation related to Leave Management — including leave applications, approvals, reports, and records of payments — shall be securely maintained and managed by the Corporate Services Department. These records must be accurate, up to date, and readily accessible for audit and compliance purposes, in line with applicable legislation and internal policy requirements.

29. BUDGET AND RESOURCE IMPLICATIONS

The Corporate Services Department, in consultation with the Chief Financial Officer (CFO), shall be responsible for the budgeting, implementation, monitoring, and evaluation of this Leave Management Policy.

All leave provisions, including leave accruals, payouts, and related financial implications, shall fall under the responsibility of the Corporate Services Department, ensuring alignment with the Entity's financial planning and regulatory compliance.

30. IMPLEMENTATION, MONITORING AND EVALUATION

This Leave Management Policy shall come into effect upon recommendation by the Human Resources Remuneration Committee, and upon final approval by the Board of Directors.

31. COMMUNICATION AND CONSULTATION

This policy shall be communicated to all employees of the Port St Johns Development Agency using all available communication platforms within the entity. It will also be posted on the entity's website to ensure accessibility and awareness across all departments.

32. PENALTIES

Non-compliance with any of the provisions contained in this Leave Management Policy shall be regarded as misconduct and will be addressed in accordance with the Entity's Disciplinary Code and Procedure.

33. DISPUTE RESOLUTION.

In the event of any grievances or disputes arising from the interpretation, application, or implementation of this Leave Management Policy, the Entity's internal dispute resolution processes shall be followed. These processes must be conducted in accordance with applicable labour legislation, collective agreements, and the Entity's internal grievance procedures.

34. POLICY REVIEW

This policy must be reviewed annually from its effective date to assess its effectiveness, relevance, and compliance with current legislation. However, an earlier review may be conducted when necessary to reflect substantial organisational changes or legislative amendments.

35. POLICY APPROVAL

This policy was formulated by the Entity for recommendations by HRRC and approved by the Board.

36. APPROVAL AND SIGNATURES

Chief Executive Officer  _____ 19 January 2026
Signature **Date**

Board Chairperson _____  _____ 19/01/2026
Signature **Date**