

Leave Policy - SRA - Group Office - SGT, SRM SPA

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Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Contents

1. Overview	5
2. Purpose	5
3. Scope	5
3.1. Summary of all leave benefits	5
4. Granting of leave	6
5. Annual leave	6
5.1. Leave benefits	6
5.2. Vesting date	7
5.3. Vesting of leave	7
5.4. Compulsory leave	7
5.5. Non-Compulsory leave	7
5.6. Compulsory leave in credit	7
5.7. Non- Compulsory leave in credit	7
5.8. Deduction of Leave	8
5.9. Illness during annual leave	8
5.10. Leave calculation	8
5.11. Leave without authorization	9
5.12. Leave pay out on termination	9
5.13. Public holidays	9
6. Sick leave	9
6.1. Sick leave eligibility	9
6.2. Sick leave cycle	9
6.3. Depleted sick leave	9
6.4. Applying for Sick Leave	10
6.5. Medical certificates	10
6.6. Validity of Medical Certificate	10
6.7. The 8-week rule	10
6.8. Serious illness leave guidelines	10
6.9. Income care support	11
6.10. Change of income during temporary disability	12
6.11. Cessation of income	12
6.12. Resuming service	12
7. Maternity leave	13
7.1. Period of maternity leave	13
7.2. Income during maternity leave	13
7.4. Miscarriage and Stillbirth	14

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

7.5.	Commissioning parental leave/Surrogacy	14
7.6.	Adoption of a baby	14
7.7.	Applying for maternity leave	14
7.8.	Maternity loan	14
7.9.	Impact on employee benefits	15
7.10.	Waiver of instalments during maternity leave	17
7.11.	Performance Bonus / Guaranteed Bonus	17
7.12.	Annual Leave Accumulation	17
7.13.	FlexPay Period	17
8.	Parental Leave	17
8.1.	Eligibility of parental leave	17
8.3.	Income during Parental leave	18
8.4.	Applying for Parental leave	18
9.	Volunteering leave	18
9.1.	Definition of volunteering leave	18
9.2.	Process	18
9.3.	Refusal of a request for volunteering leave	19
10.	Study leave	19
10.1.	When does Study leave apply?	19
10.2.	Period of Study Leave	19
10.3.	Examinations	19
10.4.	Study Schools	19
10.5.	Masters Dissertation	20
11.	Sports leave	20
12.	Occasional leave	20
13.	Unpaid leave	21
13.1.	Period of Unpaid leave	21
13.2.	Liability of Funds	21
13.3.	Deductions	21
13.4.	Sanlam Umbrella Fund - Option	21
13.5.	Sanlam Umbrella Fund - Decision	21
13.6.	Sanlam Umbrella Fund – Risk Benefits	22
13.7.	Group Life Insurance	22
13.8.	Unemployment Insurance	22
13.9.	Income	22
13.10.	Performance bonus/ Guaranteed bonus	22
13.11.	Annual leave	22

14. Leave application process

22

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

1. Overview

Sanlam is obliged to meet the minimum statutory requirements regarding leave as stipulated in the Basic Conditions of Employment Act (BCEA). However, in most cases, the policy exceeds these minimum statutory requirements and/or provides for additional leave entitlements.

Sanlam regards leave as an important core benefit and strives to ensure that leave is used and managed appropriately to promote work-life balance. This is done by:

- Encouraging employees to take annual leave for health and relaxation purposes.
- Providing an environment supportive of combining family life/parenthood with a career.
- Assigning managers the responsibility for ensuring that employees take appropriate leave during the year.

2. Purpose

The purpose of this leave policy is to:

- provide a clear understanding of the different leave entitlements, and when and how they apply;
- ensure that Sanlam complies with the provisions of labour legislation which regulate statutory leave; and
- ensure that leave is managed consistently across all businesses.

3. Scope

This policy applies to permanent and fixed term contractor employees of Sanlam Retail Affluent, Glacier, Sanlam Retail Mass, Group Office, SGT and SPA.

All other employee types are governed by the Basic Conditions of Employment Act (BCEA). The policy is aligned and complies with legislative requirements.

3.1. Summary of all leave benefits

Type of leave	Benefit
Annual	Job grades 1 – 8 (Glacier band 1) = 20 days Job grades 9 & 10 (Glacier band 2) = 22 days Job grades 11 – 15 (Glacier band 3) = 24 days General Management (Glacier band 4) = 26 days
Sick leave	30 days over a 3 year cycle. At discretion additional 30 days for serious illness.
Maternity Leave/Adoption/Commissioning parents in a Surrogacy	4 months maternity leave at 100% of TGP for eligible staff.
Volunteering Leave	One day per annum for voluntary activities
Study Leave	A maximum of 14 days per annum.

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Type of leave	Benefit
	Typically, one day study and one day examination leave granted per approved subject / module.
Sports Leave	A maximum of 10 days may be used for international or provincial sports representation at discretion of management.
Occasional leave (includes family responsibility leave)	5 days occasional leave per annum
Parental leave	10 days leave on full pay to eligible employees

4. Granting of leave

Granting and approval of leave is subject to consideration of operational needs of the company and must be approved by your line manager. Sanlam reserves the right to direct leave entitlement in terms of timing and duration within the confines of the regulation as well as business requirements.

Non-eligible staff will receive unpaid leave if minimum requirements are not met in the respective leave types.

5. Annual leave

- The line manager and employee must agree on when annual leave should be taken
- If there is no agreement about when leave should be taken, the line manager must decide when the employee should go on leave
- If the employee still fails to take leave, the line manager must keep a written record of the reasons for such employee's failure to take the leave
- Employees can apply for a half day's leave on MyWorkspace. A half day equates to 3 hours and 45 minutes whether taken in the morning or the afternoon. In most cases, a typical half day would stretch from 8h00 to 11h45 or from 12h15– 16h00. It does however depend on what time your normal work day starts and ends; therefore, discretion needs to be applied by your line manager.

5.1. Leave benefits

The number of days granted to employees depends on the employee's job grade. Leave benefits are granted on the following basis:

Job grade/band	Days per year	Days per month
Job grade 1 to 8 (Glacier band 1)	20	1.67
Job grade 9 and 10 (Glacier band 2)	22	1.83
Job grade 11 to 15 (Glacier band 3)	24	2
General management (Glacier band 4)	26	2.17

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

5.2. Vesting date

For employees with an appointment date before 1 March 2002 the leave year is from 1 March until 28 February the next year. For employees appointed after 1 March 2002 appointment date is the start of the leave year.

5.3. Vesting of leave

The leave entitlement per month will vest on the last day of each leave month. The number of days that vested per month will be according to the job grade as on the vesting day.

5.4. Compulsory leave

- Each employee is entitled to 15 working days annual leave as stipulated by the Basic Conditions of Employment Act ("the BCEA").
- According to the BCEA compulsory leave must be taken by employees within six months from the end of an annual leave cycle, in other words 18 months after the start of their annual leave cycle.
- Should this compulsory leave days not be taken within the six months from the end of their annual leave cycle, it will be forfeited at the end of 18 months. *This is effective 1 July 2022*
- The line manager, in conjunction with the employee, has the responsibility to ensure that Compulsory leave is taken before the end of the 18-month period.

5.5. Non-Compulsory leave

- The difference of the total leave benefit and the 15 days compulsory leave accrues as non-compulsory leave.
- Non-compulsory leave can be accumulated up to 50 days.
- The line manager in conjunction with the employee has the responsibility to ensure that leave does not accumulate beyond 50 days.
- Employees may en-cash ten (10) days non-compulsory leave per calendar year (if available).

5.6. Compulsory leave in credit

- The balance of compulsory leave vested until 28 February 2002 was transferred to Compulsory leave in credit with the implementation of MyWorkspace on 1 March 2002.
- The line manager, in conjunction with the employee, must ensure that the balance of Compulsory leave in credit is taken.
- The cash value is determined as on 28 February 2002 and does not increase over time.

5.7. Non-Compulsory leave in credit

- The balance of Non-Compulsory leave vested until 28 February 2002 was transferred to non-compulsory leave in credit with the implementation of MyWorkspace on 1 March 2002.
- This form of leave will be kept in place until termination of service, unless the leave is en-cashed or taken before then.
- Employees will have the option from 1 March 2006 to take this form of leave before the other forms of leave to reduce their balances / have access to this leave. The sequence of the other types of leave will stay as is.

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

- An additional Annual Leave option (Absence type), "Annual: Non-Comp. In Cred." will be available to take this leave
- The rules of the Leave Policy with regards to Compulsory Leave and Non Compulsory Leave remains the same, i.e. Compulsory Leave have to be taken within 18 months of the start of the leave year and Non Compulsory Leave may not accumulate beyond 25 days.
- The cash value is determined as on 28 February 2002 and does not increase over time.

5.8. Deduction of Leave

Leave is based on working days in the week (public holidays, Saturdays and Sundays excluded).

When an employee takes leave, it will be deducted in the following order:

- Compulsory leave in arrears;
- Compulsory leave;
- Compulsory leave in credit;
- Non-compulsory leave;
- Non-compulsory leave in credit

5.9. Illness during annual leave

Should an employee fall ill during his/her annual leave, the leave is suspended for the duration of the illness and converted to sick leave, provided that a valid medical certificate covering the duration of the illness is submitted. The period of the original annual leave remains unchanged, unless the employee receives authorization from his/her line manager to extend the period or if the illness continues.

5.10. Leave calculation

Calculation of leave value per day				
Compulsory Leave old (vested until 30 June 2022)	Compulsory Leave (vested since 1 July 2022)	Non-Compulsory Leave	Compulsory leave in credit	Non-Compulsory leave in Credit
Monthly PEAR ÷ 21.6666 Or Monthly Guaranteed package x 80% ÷ 21.6666	Monthly Total Package per day + average of the past 3 months of: Overtime payments + Incentive/performance bonus + standby allowance + acting allowance PLUS the average of the past 12 months of: Sales Bonus + Guaranteed Bonus + Quarterly production bonus + Service Bonus + Annual Bonus + Production Bonus + Performance bonus	Monthly PEAR ÷ 21.6666 Or Monthly Guaranteed package x 80% ÷ 21.6666	Value as on 28/02/2002 (FPC)	Value as on 28/02/2002 (FPC)

5.11. Leave without authorization

Should an employee be absent from duty without authorisation and/or approval of his/her respective line manager and subsequently such an employee becomes injured, ill-health and/or sadly passes away whilst on "unauthorised leave", the employee shall not be eligible for death and disability benefits payable by the fund and group life insurance for Sanlam's office staff. The employee will be precluded from submitting a disability application and no death benefits shall be paid to his/her beneficiaries in the event of the employee's death occurring during an unauthorized absence from work.

5.12. Leave pay out on termination

In terms of the BCEA, leave may not be granted to coincide with any period of notice of termination of service given by the employer.

- On termination of service, the available leave balance (on the termination date) in all categories will be paid out to the employee.
- The amount will be based on the Sanlam calculation of leave.

5.13. Public holidays

The company officially closes for gazetted public holidays. Employees do not have to apply to take these days off and these will not be deducted from annual leave.

6. Sick leave

This policy serves to regulate the provision of sick leave benefit to all Sanlam employees according to the Basic Conditions of employment Act of 1997. This policy applies only to employees who fall sick to come to work or during working hours and may not be used to look after a sick child or parent or relative.

6.1. Sick leave eligibility

An employee is entitled to six weeks paid sick leave (30 days) during a period of 36 months. During the first six months an employee qualifies for one day sick leave for every 26 days worked. Temporary employees will vest 0.84 days on a monthly basis (10 days per annum) until the contract expires or is terminated.

6.2. Sick leave cycle

30 day's sick leave will vest at the start of the 3-year sick leave cycle.

6.3. Depleted sick leave

In cases of serious illnesses where an employee has used up more than the 30 days paid sick leave over a three-year period the Line Manager, in conjunction with the HR Manager, will have the discretion to grant more days up to a maximum of 60 days (including the 30 days already used) in the same three-year cycle.

6.4. Applying for Sick Leave

Upon return from sick leave, the employee must submit the leave request via employee self-service on MyWorkspace and the line manager approves it. If paid additional sick leave is granted, the line manager must inform the HR Support Services to increase the sick leave by the number of days granted.

6.5. Medical certificates

Sanlam may require a medical certificate before paying an employee who has been absent for more than two consecutive days or who is frequently absent.

When do you need to submit a medical certificate?

- For any period longer than two consecutive calendar days.
- If you are ill from the last working day of the week to the first working day of the next week.

6.6. Validity of Medical Certificate

A medical certificate must comply with the following requirements to be accepted as valid by the line manager:

- Name, address and qualification of a practitioner.
- Name and employee number of the patient.
- Date and time of examination.
- Whether the certificate is being issued as a result of personal observations by a practitioner during an examination or as a result of information received from the patient and based on acceptable medical grounds.
- A certificate should not disclose the illness or condition from which the employee suffers, unless consent is given in writing to the disclosure. The practitioner shall specify that in his or her opinion based on an examination of such patient, such patient is unfit to work.
- Whether the patient is totally indisposed for duty or is able to perform less strenuous duties in the work situation.
- Sanlam does not have to accept an open-ended medical certificate. Certificates must have the exact period of recommended sick leave and the date of issue of the certificate as well as the initial and surname and registration number of practitioners who issued the certificate.

6.7. The 8-week rule

If you are absent for two days and fewer for more than twice during an eight-week period, a medical certificate may be requested for the remainder of the sick leave cycle before payment is effected.

6.8. Serious illness leave guidelines

In an event where serious illness is encountered, a medical certificate from a specialist must be produced by staff member and accompany the request to Line management and the HR Manager for serious illness leave. Where normal sick leave days per year over 3 years (10 days

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

per year), and the additional 10 days sick leave per year (maximum 30 days sick leave for serious illness, approval at the discretion of Management) has been depleted, the employees may apply for annual leave and unpaid leave respectively.

The following serious illnesses falls within the guidelines applied:

- Cancer, excluding non-infiltrating skin cancer
- Serious injuries, fractures and operations
- Cardio-vascular disease such as ischaemic heart disease (heart attack, angina), heart failure, heart valve disease, cardiomyopathy
- Respiratory conditions such as chronic obstructive airway disease (chronic bronchitis, emphysema, asthma), lung embolism
- Gastro-intestinal: ulcerative colitis and crohn's disease, chronic pancreatitis and hepatitis
- Genito-urinary: renal failure
- Haematology: bleeding disorders
- Rheumatology: rheumatoid arthritis, SLE
- Neurological: parkinson's, multiple sclerosis, epilepsy
- Endocrine: Diabetes mellitus
- Orthopaedic: polio, spinal disc prolapse, paraplegia
- Eye, ear/nose/throat: Menieres disease, retinal detachment
- Systemic infections: HIV/AIDS, Tuberculosis, Malaria, Meningitis
- Psychiatric: Schizophrenia and other psychosis, major depression
- Pregnancy related
- Quarantine - up to five days

6.9. Income care support

When line managers notice a pattern of continuous absence that seems suspicious, an independent medical opinion can be requested before sick leave is considered. The line manager can log the request with HRSS and the Income Care Department can support Line Management with decisions / discretion on serious illness.

Some factors that can influence the discretion are:

- Service record of the employee.
- The nature of the illness (also of importance here is whether there is, for example, an exclusion or limited cover for this illness and whether the period of absence with this exclusion or restriction is relevant).
- The period of the absence.
- The nature of the job.
- Other circumstances (for example whether the employee sees a different doctor every time or that the certificate is unacceptable for some reason).

Continuous absence due to serious illness may have an operational impact at Sanlam. The issue is a matter to be dealt with by the employee's line manager according to Sanlam's labour relations policy. In this regard it should be noted that the employee's services could be terminated on the ground of medical incapacity, irrespective of the rules regulating temporary disability benefits.

- In certain instances, the staff member may be eligible for the continued income benefit under the Income Care Insurance scheme. The employee's service contract is maintained for the duration of the payment of the continued income. Should operational requirements arise requiring the post of the employee to be filled by another employee on a permanent basis, or if the post content is affected partially or as a whole by the restructuring of the section/department, the employee must be consulted in terms of the Sanlam Retrenchment Policy and/or the Labour Relations Act.

6.10. Change of income during temporary disability

The income of those employees who receive an income under the Continued Income Care scheme will be revised upon the employee resuming service and not during their absence if the review date falls within the period of absence.

- Increases in benefits payable by the Continued Income Care scheme take place according to the rules of this scheme.

6.11. Cessation of income

The payments by the Continued Income Care scheme will cease when any of the following occurs:

- Death.
- Medical evidence indicates the member is no longer unfit for his/her role or similar roles in terms of the definition in the scheme's rules.
- Reaching normal retirement date while disabled.
- If the member refuses to undergo regular treatment by a doctor where there are reasonable prospects that medical treatment may improve the member's work ability.

6.12. Resuming service

As soon as the employee is ready to resume service, the line manager must inform HR Service Centre accordingly in writing to resume the salary payments.

Where the employee's post has been filled for operational reasons, the line manager must act in accordance with the guidelines in the labour relations manual.

7. Maternity leave

This policy serves to regulate the provision of maternity leave benefit to all Sanlam provides maternity leave according to the Basic Conditions of employment Act of 1997. The maternity leave benefit applies at:

- *Birth*
- *Miscarriage*
- *Stillborn*
- *Birth of baby to commissioning parent/s in terms of a court-approved surrogate motherhood agreement*
- *Legal adoption of a baby.*

7.1. Period of maternity leave

Sanlam provides 4 successive months of paid maternity leave to permanent and fixed term contracts of employment (for contracts longer than 3 months and where the standard guidelines can be applied). An additional 2 months maternity leave can be granted to permanent employees (if business requirements permit) using annual and/or unpaid leave.

7.2. Income during maternity leave

Qualifying employees receive a monthly maternity benefit/remuneration equal to 100% of monthly Total Guaranteed Package (TGP) for the first 4 months of maternity leave; the 5th and 6th month will be unpaid unless annual leave is applied for. Sanlam grants maternity benefit for unlimited number of confinements whilst in the service of the company.

7.2.1. Prohibition on work

Maternity leave must commence from

- four weeks before the expected date of birth * or
- a date certified by a medical practitioner as being necessary for the health of the employee or that of her unborn baby.

Except in the case of the adoption of a child where maternity leave will commence on the adoption date or when the care of the baby is already with adoptive parents in accordance with a court order.

An employee may return from maternity leave

- six weeks after the birth/miscarriage/still birth of her baby or
- on a date as certified by a medical practitioner on which she would be able to start working.

In cases where an employee falls sick with a pregnancy-related condition before the expected date of birth and is booked off by a medical practitioner, the period up until 4 weeks before the expected date of birth will be sick leave and the period thereafter will be maternity leave.

Maternity leave will commence immediately should the employee fall sick within the 4 weeks before the expected date of birth. The employee must submit a medical certificate to HR Service Centre. In all instances maternity leave will commence at the latest on the date of birth.

7.3. Miscarriage and Stillbirth

An employee who has a miscarriage towards the third trimester (month 6 – 9) of pregnancy or bears a stillborn child is entitled to maternity leave for six weeks after the miscarriage or stillbirth.

7.4. Commissioning parental leave/Surrogacy

An employee who is a commissioning parent in a surrogate motherhood agreement is entitled to commissioning parental leave of at least 4 successive months of paid maternity leave to permanent and fixed term contract of employment (for contracts longer than 3 months and where the standard guidelines can be applied). An additional 2 months maternity leave can be granted to permanent employees (if business requirements permit) using annual and/or unpaid leave. All provisions of Sanlam's maternity leave policy are applicable when commissioning of parental leave/surrogate motherhood.

7.4.1. Eligibility of commissioning of parental leave

- a) If there are two commissioning parents employed by Sanlam Group, one of the employees may apply for commissioning parental leave and the other for parental leave, the choice is up to the parents – refer to point 8 for parental leave details.
- b) The employee may commence commissioning leave on the date a child is born as a result of a surrogate motherhood agreement.
- c) The employee must notify the Line Manager and HRSS in writing, at least one month before a child is expected to be born as a result of the surrogate motherhood agreement, unless the employee is unable to do so (then notification should be made as soon as reasonably practicable), of the date on which the employee intends to commence commissioning leave; and return to work after commissioning leave.

7.5. Adoption of a baby

Adoption Leave is granted, covered and managed the same manner as maternity leave is to permanent and fixed term contract employees who adopt a child under the age of 24 month. This benefit is not limited to a number of adoptions to qualify for paid maternity benefit. Sanlam must be provided with proof from the Court / Relevant Government Department stating that the employee legally adopted the child together with the date of the adoption or date that the baby is placed by the Court in the care of the adoptive parents. All provisions of Sanlam's maternity leave policy are applicable when adopting a child.

7.6. Applying for maternity leave

A completed maternity form with your / the surrogate mother's medical certificate documentation indicating the expected date of birth or the date of adoption / placement of child with parents must be sent to HRSS department two months before planned commencement of maternity leave.

7.7. Maternity loan

An employee has an option to apply for a loan for the duration unpaid maternity leave. The purpose of the loan is to assist with payment of compulsory deductions during the unpaid

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

maternity leave period. The loan is not a cash payment to the employee, but rather payment of the compulsory deductions on behalf of the employee and is repayable by the employee in equal instalments at the end of the maternity leave. The equal instalments of repayment will be over the same number of months as the unpaid maternity leave period. The maternity loan does not apply to contractors or temporary employees as cash is paid in lieu of core benefits i.e. Pension fund and medical aid.

7.7.1. Non-taxable/Taxable Maternity Loan:

If the total maternity loan is R3 000.00 or more, the outstanding loan will be taxable.

7.8. Impact on employee benefits

7.8.1. Funding of monthly salary deductions

During paid maternity leave, all deductions will continue to be processed from the employee's monthly salary as is normally the case.

During unpaid maternity leave, the company will fund compulsory deductions. The employee has the option to repay the compulsory deductions by either:

- a) Authorising the employer to recover the full amount from the employee's salary paid at the end of the first month following the completion of maternity leave; or
- b) Electing to take up a maternity loan whereby the repayment period is equivalent to the unpaid maternity leave period (e.g. if months 5 & 6 are unpaid, the repayment period is over a period of 2 months).

Where applicable, non-compulsory deductions will be covered directly from the maternity benefit.

7.8.2. Compulsory deductions

a) SUF contributions – during unpaid maternity leave

Employees will be required to elect one of the following options:

- i. Retain their employee contributions at 100% of TGP to the SUF for the period of unpaid maternity leave. In doing so, the employee will continue to enjoy the risk cover they enjoyed prior to going on such leave and contributions to their accumulated credit will continue at the same rate as prior to the commencement of the leave. In the case of unpaid leave or where there are insufficient funds to cover these costs, the employer will fund these contributions and the amount will be recovered according to 7.9.1 (a) or 7.9.1 (b) (as elected by the employee prior to proceeding on maternity leave);

OR

- ii. Pay a fund contribution of 3% of TGP which is sufficient to cover only the cost of their risk benefits and any admin fees under the fund. If this option is chosen, the necessary contributions will be paid over to the fund on the employee's behalf by the employer, and they will enjoy full risk cover based on the TGP they enjoyed immediately prior to them proceeding on maternity leave. The amount will be recovered according to 7.9.1 (a) or 7.9.1 (b) (as elected by the employee prior to proceeding on maternity leave). In the event that the cost for the risk benefits are lower than 3%, any amount of the contribution not required to cover the risk costs will be applied to the employee's accumulated credit.

b) Other salary deductions:

- i. Unemployment Insurance

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

- The compulsory deduction in respect of the unemployment insurance will continue for the periods of maternity leave. This will be deducted from the maternity income during maternity leave, e.g. maternity benefit, incentive bonus in arrears, overtime in arrears, kilometre claims in arrears etc.
 - ii. Medical Aid Premium
- The medical aid premium and cover will continue for permanent employees for the period of the maternity leave and will either form part of the loan or be paid from the maternity benefit (depending on the choice the employee exercised).
 - iii. Group Life Insurance

The deduction as well as the cover for Group Life insurance will continue for the period of the maternity leave. The contributions for periods of unpaid leave are made by the Company and the amount will be recovered according to 7.9.1 (a) or 7.9.1 (b) (as elected by the employee prior to proceeding on maternity leave).
 - iv. GAP cover
 - v. Smart Funder
 - vi. Disability Income Premium
 - vii. Trauma Insurance
 - viii. Policy premiums and loans
 - ix. Family cover
 - x. SARS debt
 - xi. Gym
 - xii. Emolument
 - xiii. Social Club
 - xiv. Ibsa/Saccawu/Solidarity

7.8.3. Treatment of benefits for employees returning to work on reduced hours

If an employee chooses to return to work on a reduced hour's basis for a period not exceeding three months, they will continue to make contributions and enjoy risk cover based on their full-time TGP immediately prior to them proceeding on maternity leave. It is important to remember that total contributions will be deducted from their reduced TGP which will result in the employee receiving a lower take home pay whilst on "reduced hours".

7.8.4. SUF (Death cover)

An employee can increase their death cover up to the maximum of 3 x TGP within three months of the birth or adoption of their child. If employee is younger than 50 years, an increase of 1 x TGP will be allowed without proof of good health. Employees older than 50 years will be required to provide proof of good health for any increase in cover.

7.8.5. Group Life Insurance (Death cover)

The maximum death cover on your own life is 3x your annual TGP.

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Employees who enjoy death cover less than 3x their TGP may increase their cover to a maximum of 3x their annual TGP within **3 months** after the member becomes the parent of a child, whether by birth or legal adoption.

Important: Any increase is subject to proof of good health.

7.9. Waiver of instalments during maternity leave

7.9.1. Study loan

Employees with a Sanlam study loan repayment plan also have an option to cease the instalments for the period of maternity leave. If the employee makes use of this option, the date on which the study loan must be fully settled will be advanced by the number of months that the instalment is ceased.

7.10. Performance Bonus / Guaranteed Bonus

Employees will not forfeit a portion of their guaranteed bonus or performance bonus while on paid maternity leave.

7.11. Annual Leave Accumulation

Employees will not forfeit annual leave while on paid maternity leave.

7.12. FlexPay Period

If an employee is on maternity leave at the time of a FlexPay exercise, she has the option to restructure her package when returning from maternity leave. If an employee is on paid maternity leave and receives a package increase/ decrease, the maternity benefit for that month will be increased or decreased accordingly.

8. Parental Leave

The Labour Laws Amendment Act, 2018 which amended parts of the Basic Conditions of Employment Act and UIF Act but which only became fully effective on 01 November 2019 makes provision for parental leave.

Parental leave is a gender-neutral policy that applies to the parent / commissioning parent in a surrogate motherhood agreement where a baby is born, or a parent in the adoption of a child of 2 years / younger, where this employee is not the parent taking maternity leave.

8.1. Eligibility of parental leave

An employee who is a parent is entitled to 10 consecutive days, which can be taken within 4 months from the day the child is born or the date the adoption order is granted or the date the child is placed in the prospective parents care by a competent court pending the finalisation of the adoption order.

8.1.1. Employees may take parental leave under the following circumstances:

- a) When their child is born;

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

- b) When a legal adoption of a child less than 2 years of age is granted or
- c) When a child is born through a court recognised surrogacy agreement which the employee is identified as one of the parents in a surrogacy agreement.

8.1.2. Sanlam grants parental benefit for unlimited number of confinements (births or adoptions) whilst in the service of the Sanlam Group.

8.1.3. An employee should have been permanently and continuously employed with Sanlam for at least 12 months to be eligible for paid Parental leave.

8.1.4. If both parents / parties to the adoption or surrogacy are employed within the Sanlam Group, one party will qualify for the maternity leave and the other employee will qualify for parental leave.

8.2. Income during Parental leave

Qualifying employees receive 100% of their TGP for the 10 consecutive days. Sanlam grants parental leave benefit for unlimited number of confinements whilst in the service of the company. If an employee requires more than 10 days, Parental leave will be unpaid unless annual leave is applied for.

8.3. Applying for Parental leave

The employee is required to notify the Line Manager in writing of the date when the employee intends commencing parental leave and the date of his/her return to work. Notification of such intention must be submitted at least one month prior to the commencement dates, or if not possible, as soon as is reasonably practicable.

Managers will require proof of the birth (registration of the child in terms of the Births and Deaths Act), surrogacy agreement or adoption.

Parental leave must be submitted via MyWorkspace. Your request will be submitted to your line manager for approval.

9. Volunteering leave

The policy applies to employees on permanent and fixed-term contracts only.

The aim of volunteering leave day has been intended to allow Sanlam employees to be proactive in identifying suitable voluntary activities that mutually benefit the individual, Sanlam and the community.

Employees may apply one day per annum for voluntary activities of choice. This leave can be taken once-off (one full day) or split into two separate half days.

9.1. Definition of volunteering leave

Sanlam defines volunteering as a commitment of time and energy for the benefit of the community, environment, individuals or groups, which can take many forms. It is undertaken freely and not for financial gain.

9.2. Process

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Employees interested in volunteering should submit leave on ESS on MyWorkspace to their line manager at least a week before the volunteering activity is due to take place. The approval is at the discretion of the Line Manager and agreed upon depending on a Sanlam operational needs.

Managers should give serious consideration to all requests and should manage voluntary activities as flexibly as possible. There may be business or operational reasons for refusing a request, which the manager should clearly communicate to the employee as soon as possible. In these circumstances line managers and employees should discuss whether an alternative time could be arranged.

9.3. Refusal of a request for volunteering leave

Staff who feel that they have been unreasonably refused the right to a volunteering leave should, in the first instance raise the matter with their line manager and inform their link HR manager.

10. Study leave

Study leave applies to full time permanent employees. At the discretion of management study leave can be agreed on (at appointment) where graduate interns are appointed on a temporary basis.

10.1. When does Study leave apply?

Line managers can approve study leave where the studies are deemed to be in the interest of the company. Leave can be approved for examinations and/or study time and/or study schools and/or master's dissertations and own graduation ceremony (on the day of graduation). Proof of study must be provided to the line manager before study leave can be approved.

10.2. Period of Study Leave

A maximum of 14 workdays per employee per calendar year (from 1 January until 31 December) apply.

10.3. Examinations

Generally, one working day for study and one day for writing the exam is approved per examination (to the maximum number of days per calendar year).

- Study leave in preparation of the examination is granted only for a relevant degree examination or a tertiary diploma examination.
- For each paper written, one day of examination leave is granted, except where more papers are written on the same day.
- Study leave of one day is granted for each paper.
- The study leave for each paper need not be taken the day before the paper is written.
- Study leave may be accumulated and taken simultaneously, as long as it is taken before writing the last paper.

10.4. Study Schools

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Leave in respect of study schools is granted to a maximum of 14 working days per calendar year.

10.5. Masters Dissertation

- Employees who are doing a master's dissertation qualify for study leave of 14 working days per calendar year, regardless of the duration of the studies.
- The necessary proof has to be submitted and the leave is granted only if the dissertation is deemed to be in the company's interest.
- A copy of the dissertation must be made available to the company.

11. Sports leave

A maximum of 10 working days per year may be approved for provincial representation. International representation is considered on merit and at the discretion of the Line manager.

Sports leave may only be granted for provincial or international representation and is granted to employees who excel in a sport and represent their province/country in that sport. Each case is considered on merit but, as a rule, half of the required leave is considered as sports leave.

12. Occasional leave

Sanlam gives up to 5 days occasional leave per service year. This includes three days in terms of the Basic Conditions of Employment Act as family responsibility leave. The occasional leave will be granted at the discretion of the line manager.

This leave does not accumulate from year to year. Should more occasional leave be required during a service year, annual leave may be used.

An employee should be employed with Sanlam for at least 3 months and 1 day to be eligible for occasional leave.

Occasional leave is usually granted for the following circumstances;

- Illness of a child,
- Illness of an adult dependent (*In addition to the parameters set by legislation, you are also entitled to utilise family responsibility leave in cases where you have adult dependents, such as parents or grandparents, who are ill. A dependent is a family member who is supported financially, especially/usually one living in the same house*),
- Death of an employee's spouse/life companion or parent, adopted parent, grandparent, child, adopted child, grandchild or brother/sister
- Court cases - only when an employee has to give evidence under a court order and the court case is not the result of his/her own doing or request;
- Religious leave – limited to one day (*The intention behind this provision is to enable employees to observe days that occur annually in their specific faith's calendar but which do not form part of the public holiday calendar (examples include Eid, Rosh Hashana, Divali and Ascension Day)*).
- Moving house- limited to one such move per annum
- Line Managers have a discretion to grant occasional leave for humanitarian purposes example: family/friend's house burning down.

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Your line manager may request you to provide reasonable proof before granting occasional leave.

13. Unpaid leave

Unpaid leave will be considered in exceptional cases only. All annual leave credit must have been used before unpaid leave will be granted. The employee will not be paid their remuneration and no annual leave will accrue. Liability for any mandatory risk benefits will be incurred by the employee. Unpaid leave which is more than 30 days is not processed via MyWorkspace, but must be sent by the Line manager to the respective HR Consultant to HRSS for processing.

13.1. Period of Unpaid leave

All unpaid leave applications for periods longer than a month must be approved by EXCO. The line manager must forward the application, with the necessary approval, to Group HR: Support Services a month before the starting date of the unpaid leave period.

13.2. Liability of Funds

Employees will be liable for their own as well as employer contributions in respect of the Sanlam Staff Umbrella Fund also for Group life Insurance, Disability Income, Family Insurance, Trauma Insurance, medical aid and unemployment insurance funds for the duration of their unpaid leave.

13.3. Deductions

For the period of unpaid leave the employee will be liable for the payment of all deductions on his/her payslip, such as:

- policy premiums
- policy loans
- GAP cover
- group life insurance
- Sanlam Umbrella fund
- disability income premium
- medical aid
- family insurance
- trauma insurance
 - i. IBSA
 - ii. SACCAWU

The total amount of the deductions for the unpaid leave period must be paid in full before the period of leave begins.

13.4. Sanlam Umbrella Fund - Option

Members may exercise an option to suspend the employee contributions to the SUF while on unpaid leave for longer than a month.

13.5. Sanlam Umbrella Fund - Decision

Leave Policy - SRA - Group Office - SGT, SRM SPA

Retail Affluent; Group Office; Retail Mass; SGT; SPA

Employees should note that the decision regarding contributions to the fund must be made at the commencement of unpaid leave, and must be indicated clearly on the leave form, as the decision may not be changed once unpaid leave has commenced.

13.6. Sanlam Umbrella Fund – Risk Benefits

The employee must pay the amount payable for death and disability benefits in full before the commencement of unpaid leave.

13.7. Group Life Insurance

The deduction of Group Life Insurance will continue for the period of unpaid leave. The employee must pay the amount payable for Group Life Insurance in full before the commencement of unpaid leave.

13.8. Unemployment Insurance

The deduction in respect of Unemployment Insurance will continue for the period of unpaid leave.

13.9. Income

Should the employee receive any income such as overtime, incentive bonus, etc. during the unpaid leave, all deductions will be considered before any payment to the employee will be made.

13.10. Performance bonus/ Guaranteed bonus

Employees will forfeit the accrual of a guaranteed bonus/performance bonus while on unpaid leave.

13.11. Annual leave

Employees will forfeit the accrual of annual leave while on unpaid leave.

14. Leave application process

To apply for leave you need to login to *MyWorkspace/EmployeeSelfService/Leave* (types of leave). The request will be sent to your line manager for approval.

Managers must be fair and reasonable in allowing employees to take their annual leave commitment. Although leave is dependent upon the operational circumstances, management cannot consistently refuse employee requests for entitled leave. It is management's role to manage resources efficiently and effectively so as to ensure operational requirements are met together with a balanced working environment, including leave.

Should an employee's leave application not be approved and if the employee feels such decision is not reasonable and contravenes the company's leave policy; the employee should escalate the matter to the respective HR Manager.