



LEAVE POLICY

General leave policy

Unless otherwise specified, employees referred to in this policy shall mean permanent and / or part-time (temporary) employees.

All employees are entitled to leave in accordance with their contract of employment/ letter of appointment and subject to the Basic Conditions of Employment Act 1997 and any other relevant legislation.

All leave must be requested in writing and approved by the HoD of the relevant Department in advance of such leave being taken. Should circumstances dictate, leave may be granted without prior notice.

All documents / records pertaining to leave will be filed in the employees personnel file.

Annual leave policy

In the first year of employment an employee will be entitled to 15 working days leave per leave cycle of 12 months.

Thereafter an employee shall be entitled to twenty-one (21) working days paid leave excluding public holidays, in respect of each period of twelve (12) months completed in service of Settlers Park.

A part-time or temporary employee's leave will be calculated at the rate of one (1) day of paid vacation leave for every seventeen (17) days the employee had worked, or was entitled to be paid or 1 hour for every 17 hours worked.

Leave days accumulate throughout the period so, for example, just over five days leave will have been accumulated after three months of service. It follows that leave is accumulated during periods when the employee is on leave.

The annual leave will be reduced by the number of days of occasional leave on full remuneration granted to the employee at the employee's request.

Leave accrued after the end of a 12 month leave cycle, must be taken within the following 6 months. No accrual of leave will be permitted.

An employee may be obliged to take leave during any period of closure of the business.

In certain circumstances leave in advance of what leave has accrued may be approved. This is conditional on the employee agreeing to Settlers Park deducting any such advance in the event of termination, or the employee accepting leave without pay. These exceptions require GM approval.

Sick leave policy

During each sick leave cycle of thirty-six (36) months of employment with the employer, an employee is entitled to an amount of paid sick leave of thirty (30) days in the case of employees who work a five-day (5) week and thirty-six days (36) paid sick leave for employees working a six (6) day week.

During the first six (6) months of employment, an employee shall be entitled to one (1) day's paid sick leave for every twenty-six (26) days worked.

Should the employee be absent for more than two (2) consecutive days or on more than two (2) occasions during an eight (8) week period or on any day which precedes or follows a weekend, public holiday or a day free of service, the employee shall not be entitled to sick leave unless he / she produces a medical certificate stating that he / she was unable to work for the duration of his/her absence on account of illness or injury. Settlers Park retains the right to expect the employee to subject himself / herself to an examination to obtain a second medical opinion regarding his / her alleged illness / injury.

An employee must inform his / her immediate supervisor/ manager the day prior to the day he / she was supposed to have reported for duty of such absence and the expected date of returning to work or as soon as the employee is aware of the condition preventing him / her of being able to commence duty. Settlers Park should also be informed of an address where the employee could be found should he / she wish to visit the employee.

Family responsibility leave policy

Permanent employees shall be entitled to three (3) days paid family responsibility leave during each cycle of twelve (12) months of employment with Settlers Park. This could be taken with the birth or illness of a child or in the event of the death of the employee's spouse, life partner, parent, adoptive parent, grandparent child, adopted child, grandchild or sibling.

The employee shall notify Settlers Park of the event which necessitates the employee's absence, as soon as possible.

Maternity Leave

A pregnant employee is entitled to four (4) consecutive months maternity leave. The leave should commence at least one (1) month before expected birth date. Medical proof of pregnancy is required as soon as it becomes available. During maternity leave the Employee will not receive any remuneration from Settlers Park.

Prior to commencement of maternity leave, employee will be required to initiate application to the Unemployment fund for re-imbursement of lost income.

A pregnant employee nursing her child is not allowed to perform work that is hazardous or harmful to her or her child.

Parental leave policy

An employee, who is a parent of a child, is entitled to at least ten (10) consecutive days parental leave, when the employee's child is born or adoption is granted; or the child is placed in the care of a prospective adoptive parent by a competent court, pending a final adoptive court order.

If a Father of the child, the employee shall provide his Head of Department with a certificate confirming his wife's pregnancy at least four (4) weeks before the date of her expected confinement. Such certificate must be issued by a registered medical practitioner and include confirmation of the expected date of confinement.

All applications for parental leave must be submitted on the prescribed Leave Application form and the doctor's certificate confirming the pregnancy must be attached thereto.

Any employee who applies for paternity leave will be required to provide, within thirty (30) days of taking paternity leave, a birth certificate on which the surname of the father is reflected, failing which, the leave taken shall be treated as unpaid leave.

Study leave policy

Settlers Park will grant two (2) days study leave per subject (one for preparation and one for examination) to all employees who undertake courses of study, approved by Settlers Park, at a registered educational institution.

Prior to commencing study the employee must obtain approval from the General Manager that Settlers Park recognises the course of study undertaken by the employee.

For degree courses, where two subjects are being written on one day or on successive days, management may consider granting two days study leave prior to writing the two exams.

No more than fourteen (14) days study leave per annum may be granted. Additional leave required must be taken as annual leave.

If the employee fails the first time he/she writes the exam, study leave will be granted to re-write. Failure a second time will mean that any leave required to write the same subjects again will have to be taken as annual leave or, where the employee has no annual leave due, as unpaid leave.

Requests for leave must be in writing on the Company's Leave Application form and authorised by the General Manager. Once authorised, the original Leave Application form must be filed in the employee's personal file and the duplicate returned to the employee.

Professional development leave policy

Settlers Park will provide adequate training opportunities for staff to develop their skills and competencies in their areas of expertise. Employees are encouraged to participate in any on-site and external training interventions which will aid in their personal and professional development.

Compassionate (Special) leave policy

Settlers Park recognises that certain, key, personnel may, from time to time, need time off to recover from undue job stress.

Special leave may then be granted after due consideration of the circumstances in which such an employee may require some time off to recover. Any request for such leave must be motivated by the employee's immediate manager and then submitted to the General Manager for consideration and / or approval. The maximum special leave that may be so granted will be five (5) working days per annum.

Leave Accrual

Employees are obliged to take at least 15 days standard annual leave within a 12 month leave cycle. Thereafter, it is compulsory to take the remaining leave, within the following 6 months. Any leave still remaining hereafter will require appropriate motivation and approval from the General Manager.

Leave encashment

No leave encashment is allowed during term of employment. Remaining annual leave due at termination of employment will be encashed.