

	Current Revision: Policy Number: _____	
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FAMILY RESPONSIBILITY LEAVE POLICY

DOCUMENT APPROVAL			
	Name	Signature	Date
Responsible Person:			
		<div>Key words: _____ Reference documents: _____ Applicability: <i>This policy is applicable to all employees.</i></div>	

CONTENTS:

- 1. SCOPE OF POLICY**
- 2. DEFINITIONS**
- 3. OBJECTIVES**
- 4. PERIOD OF OPERATION**
- 5. HOURS OF WORK**
- 6. FAMILY RESPONSIBILITY LEAVE POLICY**

1. SCOPE OF POLICY

- 1.1 This policy shall apply to all employees employed by The Elias Motsoaledi Local Municipality who fall within the registered scope of the Bargaining Council in the Republic of South Africa.
- 1.2 Clause 5.1 shall not apply to Senior Management, security, traffic, fire and emergency services personnel and employees working less than 24 hours per month.

2. DEFINITIONS.

- 2.1 All expressions used in this policy which are defined in the Labour Relations Act 66 of 1995 and as amended, shall bear the same meaning as in the act and unless the contrary intention appears.
- 2.2 Words importing the masculine gender shall include the feminine.
- 2.3 All reference to days shall be to working days.
- 2.4 An annual leave cycle means the period of twelve (12) months employment with the same employer immediately following an employee's commencement of employment or following the completion of that employee's existing leave cycle.
- 2.5 Senior Management shall be those employees employed as a municipal manager, and managers directly accountable to the Municipal Manager.
- 2.6 Medical practitioners shall mean all practitioners as defined by the Health Professionals Council of South Africa (Medical and Dental Practitioners)

3. OBJECTIVES.

- 3.1 To establish common and uniform conditions of service for employees in respect to Family Responsibility within the registered scope of the Council, and to replace all previous leave policies.

4. PERIOD OF OPERATION.

- 4.1 This policy will remain in force until any changes has been implemented and amended by the South African Local Government Bargaining Council.

5. HOURS OF WORK

- 5.1 All employees are required to work a forty (40) hour working week.

6. FAMILY RESPONSIBILITY LEAVE POLICY.

- 6.1 Family responsibility leave applies to an employee who has been in employment with an employer for longer than four (4) months, and who works on at least four days a week for the Municipality.

- 6.2 An employer shall grant an employee during each annual leave cycle at the request of an employee, a total of five (5) days paid leave, which the employee is entitled to take, either when;

6.2.1 The employee's child is born;

6.2.2 The employee's child is sick.

6.2.3 The employee's spouse or life partner is sick;

6.2.4 In the event of death of:

6.2.4.1 The employee's spouse or life partner; or

6.2.4.2 The employee's parent, adoptive parent, grandparent, child, adoptive child, grandchild or sibling.

- 6.3 Before paying an employee for leave in terms of this policy, the Municipality may require reasonable proof of an event contemplated in section 6.2 for which the leave was required.
- 6.4 The Municipality will require the following proof in respect of applications for family responsibility leave-

Situation	Proof Required	When Required
Death of immediate family member	Death Certificate Proof that Deceased is Immediate Family Member	Within 7 days of returning to work
Birth of child	Birth Certificate Proof of Paternity	On returning from FR leave
Illness of child	Proof of Parenthood Medical certificate specifying name of child	On returning from FR leave

- 6.5 Requests for Family Responsibility Leave must be in writing on the Company's Leave Application form, which must be authorised by the Head of Department.
- 6.6 Once authorised, the original leave application must be filed on the employee's personal file and the duplicate returned to the employee.
- 6.7 An employee's unused entitlement to leave in terms of this policy lapses at the end of the annual leave cycle in which it accrues.
- 6.8 Employees who have used all their Family Responsibility leave may, subject to the approval of the Head of Department, apply to-
- 6.8.1 Use available annual leave; or
 - 6.8.2 Use unpaid leave.