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Leave Policy

1. Legislation

1.1 The WCED in consultation with the Employee Parties of the ELRC has developed Leave Policy Measures in terms of Resolution 7 of 2000 of the Public Service Co-ordinating Bargaining Council (PSCBC) and Resolution 7 of 2001 of the Education Labour Relations Council (ELRC)

1.2 Government Gazette No.22961, 19th December 2001

2. Teaching staff – POST LEVEL 1 – Employed by WCED

Leave benefits are paid for Maternity leave and special and Approved leave. In these cases a relief teacher is usually supplied by WCED.

2.1 HOLIDAY LEAVE

Special leave may be granted to PL1 teachers who want to extend a school holiday for overseas travel. *Conditions:*

2.1.1 WCED will not pay a replacement.

2.1.2 BoG will consider the application favourably if...

2.1.3 The PL1 teacher is prepared to cover the cost of a replacement teacher R200 per day (or current amount as laid down in the Teachers' Manual).

2.1.4 The PL1 teacher is satisfied that the school does not submit a Leave Form to WCED so that capped leave is not deducted.

2.1.5 Due planning and preparation is provided for the Replacement Teacher.

2.1.6 The period of time does not exceed one calendar month beyond the end of the calendar month.

2.2 SPECIAL LEAVE

The Board will consider any special requests for leave on merit and individual arrangements will be made.

3. Grade Heads and Leadership

3.1 HOLIDAY LEAVE

Special leave may be granted to PL1/2/3 teachers who want to extend a school holiday for overseas travel. Conditions:

3.1.1 WCED will not pay a replacement.

3.1.2 BoG will consider the application favourably if...

3.1.3 The PL1/2/3 teacher is prepared to cover the cost of a replacement teacher at the current amount as laid down in the Teachers' Manual.

3.1.4 The PL1/2/3 teacher is satisfied that the school does not submit a Leave Form to WCED so that capped leave is not deducted.

3.1.5 Due planning and preparation is provided for the Replacement Teacher.

3.1.6 The period of time does not exceed one calendar month beyond the school holiday.

3.1.7 The Remuneration from the BoG continues

3.1.8 A colleague covers all Grade Head/Leadership responsibilities.

3.1.9 A designated person is appointed in the Acting Position. This position will not be remunerated.

3.1.10 Any allocated Admin Time is allocated to the person in the Acting Position.

3.2 SPECIAL LEAVE

The Board will consider any special requests for leave on merit and individual arrangements will be made.

3.3 GRADE HEAD/LEADERSHIP MATERNITY LEAVE

3.3.1 When the WCED/BoG approve maternity leave for four months, the BoG *TOP UP Allowance for Grade Heads and Leadership* will be paid in full for the first month only. Thereafter the *TOP Allowance for Grade Heads and Leadership* will be paid in full to the candidate who has been appointed in the Acting Position.

3.3.2 Board of Governors employees are given 4 months maternity leave at no pay. Employees can draw Unemployment Benefits during this period. Should they return to work and complete a calendar year's service, the Board may refund the shortfall at the end of that financial year if funds are available.

3.3.3 Any allocated Administrative time or period will be awarded to the person in the ACTING position for the entire period of leave.

LEAVE BENEFITS FOR BOARD AND SMA EMPLOYEES

GENCO reviewed the Leave Benefits and compared State Leave benefits with Board/SMA leave benefits and made the following adjustment in the Leave Benefits for Board and SMA employed educators, administrators and Estate staff.

LEAVE	STATE EMPLOYEES	BOARD/DIRECTORS
Annual Vacation Educators	All School holidays less 80 hours	All School holidays unless expected to attend
Annual Vacation for Administration staff	27 days per annum. After 10 years service, 30 working days, but 22 must be taken during school holidays	All School holidays unless expected to attend (+-45 days)
Annual Vacation leave Estate	27 days per annum. After 10 years service, 30 working days, but 22 must be taken during school holidays	15 working days per annum taken during school holidays. 20 working days for Senior staff of which 15 must be taken during the June/July school holidays.
Pregnancy All	4 months fully paid leave	4 months unpaid leave. Employee claims 50% UIF
Pre-natal leave All	8 working days per pregnancy	Nil - Unpaid leave/Self-funded
Adoption Leave	45 working days if child is younger than 2 years	Nil - Unpaid leave/Self-funded
Family Responsibility Leave	3 working days per year at full pay Evidence required for: Child born/sick Event of death of spouse, life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild and sibling	3 working days per year Evidence required: Child born/sick Event of death of spouse, life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild and sibling Does not apply to employees who have worked less than 4 months or 4 days or less a week or 24 hours a month.
Study Leave	Special Leave	Unpaid/Self funded
Community Service	Unpaid Leave	Unpaid leave