Annual Leave

Objective

The objective of the Annual Leave policy is to provide all employees with a period of rest from their work and to ensure that all staff are informed of the procedures around applying for Annual Leave.

Responsibility and Timing

It is the responsibility of the respective Line Manager, according to appropriateness, to schedule annual leave for staff. Both the employer and worker should agree to the timing of leave. If they cannot agree, the employer makes the final decision.

Leave must be granted not later than 6 months after the end of the annual leave cycle (12 month periods from date of employment).

When granting Annual Leave to department staff, cognisance must always be taken of the fact that the department still has to be staffed sufficiently for the essential services to be provided by both the Department and the company.

It must be noted that it is against the provisions of the Basic Conditions of Employment Act to permit annual leave to run concurrent with notice period.

Leave Entitlement at time of Appointment

Employees are entitled to paid leave for each period of 12 months' continuous employment, as well as to leave on statutory holidays.

- 21 consecutive days, or
- 1 day for every 17 days worked, or
- 1 hour for every 17 hours worked.

Leave Application

Leave should be applied for, in writing, using the relevant documentation and written approval should be obtained prior to embarking on planned leave.

The Manager must check that the employee has sufficient annual leave accrued prior to granting the leave, by checking the monthly leave report from HR Administration. Leave in excess of statutory and company requirements should not be granted except in exceptional circumstances. If excess leave is granted, and the employee resigns, the excess leave will be recovered from the employee's termination pay. The Line Manager must authorise such excess leave.

Taking of Leave and Leave Accumulation

Staff are encouraged to take their leave as a consecutive 21 day break, however should annual leave accumulate due to unforeseen circumstances, then annual leave may be accumulated up to a maximum of 40 days.

Commutation of Leave

Staff may apply for commutation of leave through the HR Department and will only be granted in special circumstances.