Sick Leave Policy

The objective of sick leave is to ensure that employees do not have to work whilst sick, risking their health and that of their colleagues.

Entitlement

Paid sick leave is only granted for bona fide incapacity. During the first year of employment, an employee is entitled to one days paid sick leave for every 26 days worked. Employees are entitled to sick leave equal to the number of days the employee would normally work during a period of six weeks during a 36 month cycle.

Employees who work a 5 day week are entitled to 30 days' sick leave in a sick leave cycle and employees who work a 6 day week are entitled to 36 days' sick leave in a sick leave cycle.

Unused sick leave will lapse at the end of the sick leave cycle.

Sick leave shall accrue to an employee on the first day of a new sick leave cycle and the full provisions of the sick leave cycle may be granted to him/her with effect from that day.

Sick leave shall be granted to an employee only in respect of the absence from duty owing to an illness, indisposition or injury.

Should an employee fall ill during an annual leave period when he is not supposed to be working then the employee is not entitled to claim for sick leave or request any period of annual leave to be substituted for sick leave when he returns to work.

When the sick leave entitlement is exhausted, the employee and manager must discuss the matter with Human Resources and the following options will be given consideration.

Excess day's sick leave can be taken off Annual Leave entitlement up to a maximum of 40% of the annual leave entitlement plus any excess annual leave the employee may have accrued.
Excess day's sick leave needed may be treated as unpaid.

Procedure

Absence due to sickness is to be reported directly to the employee's Manager or Human Resources as soon as it is possible to do so, stating the general nature of the illness and the estimated duration of absence. Thereafter contact must be made at regular intervals (at least once a week) in the case of prolonged illness. It is preferred that the employee personally contacts the company unless the employee is unable to do so, then a relative or friend must contact the company.

It is Managements responsibility to ensure that sick leave is recorded on a Leave Application form, and that the completed form, together with a doctor's certificate (when applicable) be forwarded to Human Resources for processing immediately after the employee returns to work.
Medical Certificates or Proof of Incapacity

A medical certificate is required when an employee is absent for more than two consecutive days and the medical certificate should state that the employee is unable to work for the duration of the sick leave period requested.

Management may request a medical certificate if an employee has been absent on more than two occasions during an eight-week period. Where an employee is regularly off sick on a Monday or Friday or any other regular interval, the Manager may request a medical certificate for all future absences. Disciplinary action may be taken in such cases to ascertain whether the individual has the capacity to fulfil the employment contract.

Management may refuse to accept a medical certificate if it is not issued and signed by a registered medical practitioner or another person who is certified to diagnose and treat patients and who is registered with the Health Professionals Council of South Africa (HPCSA) or similar body established by an Act of Parliament.

The Company is not required to pay an employee if the employee has been absent from work for more than two consecutive days or on more than two occasions during an eight-week period and does not produce a medical certificate stating that the employee was unable to work for the duration of the employee's absence.

Sick leave applicable to Occupational Accidents and Diseases

The BCEA's provisions for sick leave do not apply when an employees is unable to work as a result of incapacity due to an occupational injury or diseases. Leave in this instance would be special leave and the payment for this leave will be reimbursed by the relevant authority.

Falling ill at work

If an employee needs to leave work due to sickness then an "Application for Leave" form needs to be completed for the time off. Alternatively, Management may request for the time to be worked in.