

**Date:** 24 August 2018

**Time:** 12:00

**Place:** Participant's Office

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**Participant:** There wasn't anything... but it was easy enough for me to understand...

**Interviewer:** Ok

**Participant:** There wasn't anything that... erhm... there wasn't anything that I felt that was lacking or that needed to be added *simply* because I wasn't in a position (giggling)... you know usually you have to... how can I say... have the question in order to find the gap...

**Interviewer:** Mmm

**Participant:** I didn't really have any questions that I felt eh... *wasn't covered* in the document.

**Interviewer:** Ok

**Participant:** Eh... the only thing is here... because I read it so quickly...

**Interviewer:** Mmm

**Participant:** to be honest... the section on maternity leave for example when it says that someone is able to take leave... eh... where's this now (searching for section) *unpaid* leave right...

**Interviewer:** Mmm

**Participant:** What does that mean? Does that mean that... how long is that unpaid leave like if you are *given* say four months... what is it four months? Yes I think it was... If you are *given that* time and you wanna take unpaid is there a *specified time* cause I don't think it's covered in here.

**Interviewer:** Mmm. So that's something that they don't cover here and you don't... that's a question you're not... that *this* document is not answering?

**Participant:** I... Ja I was just reading through it and I thought ok if someone does take unpaid leave what does that mean, are they allowed to take unlimited time?

**Interviewer:** Mmm, cause it doesn't say?

**Participant:** It doesn't say.

**Interviewer:** Ok and you read this now when you started at 3.3.2.a... you read that you are entitled to four months... maternity leave. Am I right?

**Participant:** This I read last night so I can't remember what I read (giggling)

**Interviewer:** (Giggling)

**Participant:** Let me just see quickly.

**Interviewer:** Mmm. It's the first section there.

**Participant:** Ja there (reading aloud) permanent female employees are entitled to *four months... ehr... paid... leave* right.

**Interviewer:** Mmm

**Participant:** Ehrm but subsequent... in addition to that... if you wanna take additional leave... then it would be unpaid... but what does that mean what is the period *defined...* could somebody?

**Interviewer:** The unpaid... term unpaid is not defined there? Is that what you're saying?

**Participant:** Rather the *time* of... can you take a month unpaid leave, can you take two months? When are you *expected* to be back at work?

**Interviewer:** Ok

**Participant:** Or did I miss that part?

**Interviewer:** But then it says there you get 9 months...

**Participant:** Oh! Ok no then I probably... didn't read it.

**Interviewer:** For all your confinements...

**Participant:** ja ok... ok then that's covered within the time frame.

**Interviewer:** Ok

**Participant:** Ehrm... what does...

**Interviewer:** So you think you can have two kids or three kids... one kid? How many kids does that 9 months allow you?

**Participant:** (pause) No *only one kid*.

**Interviewer:** For nine months?

**Participant:** For nine months... wait but then I have to read it again... I've never needed to read maternity leave (Giggling).

**Participant:** (reading silently) it says that you're allowed a *maximum* of 9 months.

**Interviewer:** Mmm

**Participant:** Ehr... what does that mean (reading aloud) for *all confinements combined*?

**Interviewer:** Do you know what confinements...

**Participant:** No

**Interviewer:** mean?

**Participant:** That's why I highlighted here actually...

**Interviewer:** Confinements is your due dates, since its plural there, it says there for all your due dates combined you are allowed 9 months.

**Participant:** For *all* your due dates combined?

**Interviewer:** Mmm

**Participant:** Ok so it's... in other words... you get *paid* for... nine... months... (Pause) Ok so basically that means... three kids at least?

**Interviewer:** At least three kids ja... they pay you.

**Participant:** Ok (giggling)

**Interviewer:** Would you have preferred another word... instead of confinements?

**Participant:** Well no it's something that I would have gone to check online... I mean... it's just that I'd never... ja I didn't *know* and I've never needed to...

**Interviewer:** Ok

**Participant:** go and *check*. But I mean had I been in this situation I would have gone and *check* what confinements mean.

**Interviewer:** Ok but...

**Participant:** If I needed maternity leave.

**Interviewer:** Ja, but tell me if you needed maternity leave and you would read this thing...

**Participant:** Yes

**Interviewer:** Would you want this document to explain to you exactly what your questions are instead of going to check online what something means?

**Participant:** Na I don't think so... I think that we need to be... how do you say... ehm... ehr... I don't think that it needs to go into *detail*...

**Interviewer:** Mmm

**Participant:** I mean there are certain things that you are expected to know and for all the rest you can just go and check it out.

**Interviewer:** Ok

**Participant:** But ehr... ehm...

**Interviewer:** So you don't mind going to look up a word... that

**Participant:** No, no

**Interviewer:** What if they used due date in here? Or delivery date in here?

**Participant:** *Maybe yes*, maybe that would be easier. For all the delivery dates combined. But like I... again I say I didn't exactly know what *confinements* mean...

**Interviewer:** Uhr

**Participant:** So I would have gone to check and it wouldn't have been a problem...

**Interviewer:** for you...

**Participant:** No

**Interviewer:** Ok no that's fine. Some people tell me it's a problem for them... they want this document to...

**Participant:** to read easier...

**Interviewer:** to read easier ja to anticipate their questions like you said...

**Participant:** Ok

**Interviewer:** you want to find the answer. And then...was there anything else that you wanted to mention there?

**Participant:** Huh-ah

**Interviewer:** (pause) Look since we in the 21 century now and the women is not the only ones that supposed to be looking after the baby...

**Participant:** Oh I saw there ehm...

**Interviewer:** I see that you probably would not read maternity leave form a man's perspective or the partner's perspective... but did you notice anything for the partner?

**Participant:** *Yes I did!* But...

**Interviewer:** Mmm

**Participant:** now where's it now? (Giggling) I know I read this last night. That the partner... if the woman wants to...

**Interviewer:** Mmm

**Participant:** come back to work she can... and then the spouse... but I'm looking where that is now.

**Interviewer:** 3.3.2.b it's the last sentence ja.

**Participant:** Ok yes I read that the... that the spouse can... ehr use the maternity leave and they would also... my understanding was they would be paid.

**Interviewer:** Ok ja they basically split it between the two of them... only if the spouse also works here.

**Participant:** Yes only if the spouse works here, that I did read.

**Interviewer:** Ok now see... say you were a man... and your wife is pregnant... *you* now work here, she doesn't work here and you came and looked at this document... to find out what... your rights are or what you are entitled to. Would you find anything in that instance... that speaks to you?

**Participant:** (Pause) My understanding of this is that both needs to be employed by the University.

**Interviewer:** Mmm

**Participant:** So in other words if it was just the spouse employed here then *this wouldn't* apply to you.

**Interviewer:** Mmm

**Participant:** Pause

**Interviewer:** Ok. So it's no problem that there is nothing for the partner in here?

**Participant:** Oh in terms of... say it's the husband or the, the... erhm...

**Interviewer:** or the partner, the father of the baby.

**Participant:** Yes

**Interviewer:** The father works here...

**Participant:** In other words there's no paternity leave offered?

**Interviewer:** Ja, it *seems* like it.

**Participant:** It *seems* like it yes I didn't think of that... but I mean... does, is that a rule? (Pause). So that's what I'm asking...

**Interviewer:** Mmm

**Participant:** Is it something that should be covered... in other words there is no paternity leave?

**Interviewer:** No there is paternity leave, the guys usually get 3 days... I think there's that this new rule where they gonna get 10 days but I don't know if that law is finalised yet.

**Participant:** Ok

**Interviewer:** But I mean would it have been easier had it stated in maternity leave... that if you are the husband or the partner you are entitled to 3 days...

**Participant:** Yes I think so.

**Interviewer:** paternity leave or maybe we should change the heading of maternity leave and say parental leave or family responsibility leave or....

**Participant:** Ehrm

**Interviewer:** What, what do you think?

**Participant:** Well possibly because if you were the male employed at Stellenbosch where would you find that information if it's not under *leave*? And not under for example *maternity* leave? It's like do they know that's what they're entitled to? So maybe I think that under maternity we could put slash paternity (giggling)...

**Interviewer:** (Giggling)

**Participant:** or... some kind parental leave.

**Interviewer:** Mmm

**Participant:** Ehrm... if it's not highlighted anywhere else in the document then I do think it's important to note that...

**Interviewer:** Ok

**Participant:** there is such a option.

**Interviewer:** Ok but now I just wanna show you something or ask you something... if we go to compassionate leave hey... it's on page 10. Just cause you now said if it's *not* mentioned anywhere else in the document if you look at 3.3.5.b... it gives you there...

**Participant:** (reading softly) Oh c...

**Interviewer:** Ja it says there when a person qualifies for compassionate leave and it says there the birth of an employee's child.

**Participant:** But now I wouldn't go looking under compassionate leave... for the birth of a child. Does that qualify...? (Giggling).

**Interviewer:** Mmm

**Participant:** is that the first thing you would think? Compassionate leave, unless I'm missing something.

**Interviewer:** Uhr, uhr, so it would be better if it's... here by maternity leave rather?

**Participant:** If it, if it's also maybe... or maybe refer to...

**Interviewer:** to the two... cause they're linked together?

**Participant:** Ja or refer to compassionate leave for the father.

**Interviewer:** Ok, all right thanks that's what I wanted to know. Anything else? Before we can move on from maternity leave.

**Participant:** No nothing else.

**Interviewer:** Ok, ehm... study opportunity. Is there anything that you read there...

**Participant:** (reading silently) Ok so ehr... just quickly looking through this again...

**Interviewer:** Ja

**Participant:** it says employees may be afforded a study opportunity up to 24 work days... a year...

**Interviewer:** Mmm

**Participant:** So in other words you would put that 24 work days as *study leave*?

**Interviewer:** Mmm

**Participant:** Ehm... when it says further down by the bullet (reading aloud) employees may be granted two days for examination. That would be *part* of the study leave.

**Interviewer:** Mmm

**Participant:** Ok that's just what I wanted to clarify and... then... working down...

**Interviewer:** Mmm

**Participant:** ehr... (Reading aloud) the full traveling time that employees spend to attend classes outside of Stellenbosch will be *debited* against their annual leave. In other words ehrrm... (Pause) that is excluding the two days to write the exam? (Reading softly)

**Interviewer:** Mmm

**Participant:** So that's the two days for exams but it's inclusive of the 24 work days a year?

**Interviewer:** Is it not clear?

**Participant:** No, no, no it *is* clear.

**Interviewer:** Ok

**Participant:** So that's *my* understanding thereof...

**Interviewer:** Ok

**Participant:** that it's inclusive of that 24 work days...

**Interviewer:** of the 24 working days a year...

**Participant:** but... in other words *all* of this is inclusive of the 24 work days a year.

**Interviewer:** Ok

**Participant:** Ja

**Interviewer:** That's how you understand it.

**Participant:** (pause) Yes

**Interviewer:** You stressed the word *debited* against their annual leave... I heard it in your voice...

**Participant:** (giggling)

**Interviewer:** (reading aloud) ... Stellenbosch will be *debited*... the full traveling time that employees spend to attend classes outside of Stellenbosch will be *debited* against their annual leave. What do you think of that word there in that sentence? *Debited* against their annual leave.

**Participant:** Oh in other words... ehrrm... in other words they will be given additional...

**Interviewer:** Is it ok that word there?

**Participant:** No I think maybe you need to change that. You know... now that you highlight that.

**Interviewer:** Uhr

**Participant:** Because... If I would just to skim read quickly... then it wouldn't like really stand out and say oh ok now I have that additional traveling time...

**Interviewer:** Mmm

**Participant:** ehm (pause) so maybe rephrased yes.

**Interviewer:** Rephrase there?

**Participant:** Ja

**Interviewer:** And use another word?

**Participant:** Ehm... or something in brackets (giggling)

**Interviewer:** Ok

**Participant:** And (reading aloud) employees may attend a maximum of three lectures a week during working hours.

**Interviewer:** Mmm

**Participant:** That means... obviously it's a maximum...

**Interviewer:** Mmm

**Participant:** but the... that *means* that, that all falls within the 24 work days a year right?

**Interviewer:** You understand it as such?

**Participant:** Yes

**Interviewer:** Ok. (Pause) Others don't understand it as such. Others *don't know*... is it part of the 24 working days, is it separate... is it... do you read... from your point of view can you see that it can perhaps be interpreted otherwise?

**Participant:** Possibly because if I think of three working that's three hours... a week...

**Interviewer:** Mmm

**Participant:** But how long is a course? 24 work days...

**Interviewer:** Probably a module, six months. Semester.

**Participant:** (working out softly) Oh ja then it does work out.

**Interviewer:** Mmm

**Participant:** So this is like... taking like a semester...yes...

**Interviewer:** And then if you have to write exams still, and study? Is the 24 days gonna be enough you think?

**Participant:** Ehrm (giggling)

**Interviewer:** (giggling)

**Participant:** The point is how would they know that you gonna use the time for studying? (Giggling) Studying is just study time.

**Interviewer:** Ja but they give you... study time, one day before and the day... you writing...

**Participant:** Is that what it says here?

**Interviewer:** (reading aloud) Two days for every examination opportunity in order to write exams. That's usually how people take it. The day before and the day of the exam.

**Participant:** Where's that?

**Interviewer:** The second bullet.

**Participant:** (reading softly) Oh ja... the thing... it doesn't... I donno. I didn't do the math's but... I'm sure it's been worked out. My understanding is you're *given* 24 work days...

**Interviewer:** Mmm

**Participant:** Its excluding... they will kind of reimburse you (giggling) with your travel time...

**Interviewer:** Ok

**Participant:** and that's all that I... and everything else is included... for *me* ok I've read it really quickly...

**Interviewer:** Yes I wanna know what you think ja.

**Participant:** Everything else is *included* in that 24 work days.

**Interviewer:** Ok that's all I wanna know. Would you have wanted it to be a bit more clear... to say listen this is your 24 work days, you get this amount to study, you get that amount to travel, you get that amount for lectures, this is excluded from 24 days... or whatever? Would it have been better?

**Participant:** Ehrm...

**Interviewer:** Or is it ok like it is here? You like this doing the math business? (Giggling)

**Participant:** (giggling) Well to be honest...

**Interviewer:** Uhr

**Participant:** if it can be simplified... then yes but if I had to go and read it twice I would have *got* the gist of it.

**Interviewer:** Ok

**Participant:** *But* the point is ehm... ja there is room for... for it to be simpler.

**Interviewer:** Ja people are busy do they really want to go read a document thrice before they...

**Participant:** Ja exactly, exactly.

**Interviewer:** Ok. (Reading aloud) And ... a certain qualification may be granted for once-off study opportunity of one year in duration, subject to the following provisions. How do you understand that first bullet there? (Reading aloud) the employees concerned must be appointed permanently and must have been in SU's employ for at least two years.

**Participant:** (reading softly) So basically in order to qualify for the once-off study opportunity you get for one year... you must be permanently employed for at least two years otherwise you don't qualify.

**Interviewer:** Ok. Mmm so you must be permanently employed for two years.

**Participant:** For at least (reading softly) for *at least* two years... so subsequent to two years you can qualify for the... study opportunity.

**Interviewer:** And if you've been on a contract for more than two years... then you don't qualify?

**Participant:** (reading aloud) No you have to be permanent.

**Interviewer:** Ok all right I get it. And you must be performing your duties well in order to... ehm... qualify for that. How does that phrase make you feel?

**Participant:** (Giggling)

**Interviewer:** That you have to perform...

**Participant:** What, what does...?

**Interviewer:** your duties well.

**Participant:** that even mean? Is that based on a work agreement I'm sure and that key performance areas...

**Interviewer:** Uhr

**Participant:** so who signs that off? You're HOD?

**Interviewer:** Mmm... so that must be made clear would you say?

**Participant:** Yes I think so.

**Interviewer:** All right ok.

**Participant:** What does well mean?

**Interviewer:** Uhr

**Participant:** We could all give ourselves a score...

**Interviewer:** It's subjective ja. I hear you. And then you have to remain here for at least another two years after concluding the study opportunity, and if such employees terminate their employment sooner a pro rata portion, of the opportunity will be, there's that word again, *debited* against their annual leave or unpaid leave. Does that make sense to you... that paragraph?

**Participant:** Ok so basically if you leave... ehr... you have to be employed for another two years subsequent of you study opportunity...

**Interviewer:** Mmm

**Participant:** so if you finish you have to just remain for two years...

**Interviewer:** Mmm

**Participant:** if you remain prior to that then they will take a portion... of... you're... (Reading softly) So in other words they... will... take... a portion of your... of the money that they gave for... the study opportunity...

**Interviewer:** Mmm

**Participant:** and you would almost like have to reimburse them... that's a portion of your annual leave or unpaid leave.

**Interviewer:** Ok how do you reimburse unpaid leave... which you haven't?

**Participant:** (pause) Oh ehrm... wait... unpaid, in other words you (giggling) for leave that you did not take... right that's unpaid leave...

**Interviewer:** Uhr

**Participant:** Right that you're still entitled to.

**Interviewer:** Mmm

**Participant:** So in other words you would just owe them more days.

**Interviewer:** Ok you think so.

**Participant:** I've never been in a situation with unpaid leave (giggling)

**Interviewer:** Uhr all right. Are you sure... that is what...

**Participant:** That is my understanding I donno...

**Interviewer:** that it is the case...

**Participant:** ja (giggling)

**Interviewer:** Ok so you understand it that way but you're not sure if you're understanding it correctly?

**Participant:** Ja

**Interviewer:** There's a question mark you'd say hey?

**Participant:** Ja

**Interviewer:** Ok. And then (reading aloud) annual leave for one year – two- hundred- and- fifty working days - and any study or research opportunity. It will be *credits* to the employees concerned.

**Participant:** (reading softly)

**Interviewer:** And then it's gonna be *debited pro rata*.

**Participant:** (reading silently) Ok so the first part is quite easy, I mean you get your x amount of leave days... plus your study work days, so that's what owing to you...

**Interviewer:** Mmm

**Participant:** It says the latter part (reading aloud) in cases where study opportunities overlap with more than one annual leave cycle of an employee (pause) the 250 working days' annual leave will be debited pro rata against the two respective leave cycles. I'm not sure (sighing) because... does that mean that... I'm not sure what that latter part means. In other words if you have... (Reading softly) two respective leave cycles...

**Interviewer:** Mmm

**Participant:** No I'm not sure, that would probably need to be rephrased for *me*.

**Interviewer:** Mmm, mmm. Tell me... do you know how the leave cycle work? Do you understand exactly when they speak about the leave cycle? Do you know what that entail?

**Participant:** Well I know... there's a... there a... in other words... you were signed x amount of days per month...

**Interviewer:** Mmm

**Participant:** or it's calculated so for each work you obviously get x amount per month.

**Interviewer:** Mmm

**Participant:** ehm... and the leave cycle would be from start point... like say for argument... I donno exactly when... from the beginning of the year... to the end of the year...

**Interviewer:** Mmm

**Participant:** you have a signed x amount of days.

**Interviewer:** Mmm

**Participant:** so if you don't take all of those days then it's carried over...

**Interviewer:** Mmm

**Participant:** ehm... and then you have to take that carry over leave...

**Interviewer:** Mmm

**Participant:** You're only, you're only entitled to take it for another few months or so...

**Interviewer:** Mmm

**Participant:** So I don't know cause I never have carry over leave (giggling) before it actually falls away...

**Interviewer:** Ok

**Participant:** but you can get paid out for it as well.

**Interviewer:** Uhr

**Participant:** So no cycle is from a point A to a point B...

**Interviewer:** Ok

**Participant:** say a year...

**Interviewer:** So would it have been easier if they explained the cycle *somewhere* in the document so that people can at least go refer the cycle? Like you said now this latter part of

this thing you don't understand... now if they maybe explained the cycle or give you an example... you think it would have been a bit easier maybe? To get to the gist of what they *mean*.

**Participant:** (Pause) possibly ehrrm... *except* (pause) maybe it's just me having to read it *again* but I... *I just don't know what it means...*

**Interviewer:** Mmm

**Participant:** if it says that... ehrrm... we speaking about study opportunities and leave... so you're assigned with x amount of days that's owing to you... but in the event that you have study leave... what does it say here... the latter part? (Reading silently) In the case where you have a study opportunity that overlaps with more than one...

**Interviewer:** Uhr

**Participant:** annual leave cycle... in other words what does that part mean?

**Interviewer:** Mmm

**Participant:** (Pause) Ehrrm... in other words... does it fall between two cycles? Does it carry over to the next cycle...?

**Interviewer:** Mmm

**Participant:** of the leave? And then that means that your (reading aloud) *annual* leave will be debited pro rata against the two respective leave cycles. I'm not quite sure about that.

**Interviewer:** Ok, so you'd say they have to explain a little bit more?

**Participant:** (pause) Ja

**Interviewer:** Especially that...

**Participant:** if I was...

**Interviewer:** latter part?

**Participant:** needing to look at this for study opportunity.

**Interviewer:** Ok. And the research opportunity?

**Participant:** (Reading softly) so this part reads quit easy enough.

**Interviewer:** Ok

**Participant:** Ehrrm... if you wanna apply for a research opportunity you're assigned x amount of days...

**Interviewer:** Mmm

**Participant:** 30 working days, if you've worked for a full period of one year... uninterrupted...

**Interviewer:** Ja

**Participant:** Ehrm... a maximum of 250 working days is... may be... granted...

**Interviewer:** Mmm

**Participant:** So (reading aloud) maximum of 250 working days may be granted... in other words does that *mean*... Oh in other words you'd work consecutively for 250 working days. What is 250 working days, how many months is that?

**Interviewer:** Isn't that a year?

**Participant:** Is that for a year?

**Interviewer:** I think so.

**Participant:** Ok so that amounts to the uninterrupted one year.

**Interviewer:** Ok

**Participant:** And then it says if you wanna apply for... additional... research opportunity in *exceptional* cases you get up to 30 days a year...

**Interviewer:** Mmm

**Participant:** and that has to be signed off by the senior director. So there obviously they have to sign you off.

**Interviewer:** Mmm

**Participant:** (Reading softly)

**Interviewer:** And it says there you will have to... perform satisfactorily... in the research field. Are you ok with that satisfactorily performance? Or how does that make you feel?

**Participant:** (pause) It says (reading aloud) according to the requirements of the *faculty* concerned as approved by the Executive (giggling) so I'm assuming that, that has to do with your ehrm... that key performance area...

**Interviewer:** Mmm

**Participant:** and satisfactory means that you basically fulfilled all the... like the basic requirements...

**Interviewer:** Mmm, and you're ok with that? You don't feel...

**Participant:** Yes cause I... to me satisfactorily means ehr... like... (Pause) you've ticked all your own boxes.

**Interviewer:** Ok, that's a ok word to use there would you say?

**Participant:** Mmm

**Interviewer:** All right.

**Participant:** In other words you're not below the... the bar.

**Interviewer:** Ok (giggling)

**Participant:** Below the bar... due to...

**Interviewer:** Poorly performing?

**Participant:** Yes

**Interviewer:** Uhr

**Participant:** It's a fine line actually... (Giggling)

**Interviewer:** But it's not as subjective as... the previous one... where you were speaking about the *duties well*?

**Participant:** Ehm well the thing is you could say that somebody could also challenge this... it depends on who's reading the document.

**Interviewer:** Mmm

**Participant:** But for me this means that you... you know when you've ehm... when you've... what do you... how are we scored... 3 means that you're basically fulfilling all your duties, now for me that's a 3.

**Interviewer:** Ok ja. Ok so you...

**Participant:** Well

**Interviewer:** think ok this satisfactorily means if you get your 3 then you're good to go?

**Participant:** Then you're definitely good to go cause 3 could even mean a hundred...

**Interviewer:** Uhr

**Participant:** Depending on you know (giggling)

**Interviewer:** Ja I get it.

**Participant:** Ja

**Interviewer:** Depending on who's perspective probably?

**Participant:** Yes it could mean 100% cause you're doing all that's required of you.

**Interviewer:** Ok. And then it says in exceptional circumstances.

**Participant:** In other words you need to show that you're doing more than satisfactory. Maybe you're getting a... a... 5 (giggling) ...

**Interviewer:** Ok

**Participant:** in your key performance area...

**Interviewer:** So then you would say... then... your line manager would decide?

**Participant:** Yes

**Interviewer:** Ok

**Participant:** Or the senior director. Ehm... (Reading silently) ok so...

**Interviewer:** Mmm

**Participant:** Subsequently you have to take your research (sighing) leave so... your research opportunity...

**Interviewer:** Mmm

**Participant:** for... at least one block but... at least one month...

**Interviewer:** Mmm

**Participant:** but that to me means that it has to be like consecutive, like a full month...

**Interviewer:** Mmm

**Participant:** That's my understanding.

**Interviewer:** Ok

**Participant:** And then ehm... (Pause) if you *have* taken your research opportunity... you *have to* be employed for a corresponding period of the... what does corresponding period mean?

**Interviewer:** Mmm

**Participant:** After the opportunity has expired.

**Interviewer:** So we don't know what...

**Participant:** So that's probably... what does that mean, like what you've (giggling)... like a verbal agreement (giggling) or...

**Interviewer:** Uhr

**Participant:** ja...

**Interviewer:** Explain to us exactly what you mean when you say corresponding period? And when they say there... that you have to take your... research opportunities in blocks of one month (reading aloud) with due consideration for SU's best interests. Do you know what SU's best interests are?

**Participant:** (Pause) so... probably what's happening at departmental level, like you have a responsibility for teaching, eh... maybe you have classes over that time you have to factor in. You have to look at the schedule in other words.

**Interviewer:** Ok. So you immediately get what they mean when they say that?

**Participant:** Yes

**Interviewer:** Ok

**Participant:** In other words don't inconvenience the...

**Interviewer:** Uhr

**Participant:** and don't run away if you know you have responsibilities (giggling)

**Interviewer:** responsibilities here. All right. Ok we are moving on to compassionate leave I think we're done with the research thing hey?

**Participant:** Yes

**Interviewer:** Ok. 3 working days.

**Participant:** (Reading softly) ehr... if it says there illness of an employee's child I'm just thinking ... that would probably... that where the last point probably comes in that says they may request... the university may request *proof* of the incident...

**Interviewer:** Mmm

**Participant:** Ehr because if you get an illness would that just be like even if it is a respiratory infection...

**Interviewer:** Mmm

**Participant:** Ehr... I guess in a case like that discretion will apply.

**Interviewer:** Mmm

**Participant:** (pause)

**Interviewer:** And if there's an accident... or emergency at home... and you need to go now... and they want proof?

**Participant:** No you just go (giggling)

**Interviewer:** (giggling) How you gonna prove?

**Participant:** Exactly. Ehrm you can't but in a case like that I think that's where the compassion part of compassionate comes in.

**Interviewer:** So you think maybe they should rephrase that proof? There... SU...

**Participant:** Oh! Ehrm... because ja... if it says the birth but it doesn't make it doesn't note ehrm accidents or anything like that here...

**Interviewer:** Mmm

**Participant:** It just says illness... serious illness of a spouse and *death*.

**Interviewer:** Mmm

**Participant:** But it doesn't say... well I guess under illness you could argue that... there ehrm... not really...

**Interviewer:** Look they say here you get compassionate leave with full pay for 3 working days, then you get another 14 days for every cycle of three years, so all in all you have 23 working days compassionate leave...

**Participant:** Over three years.

**Interviewer:** over three years. And you cannot accumulate them. And then they state you incidences... where you can take compassionate leave. So you interpret it as... these incidences are the only incidences when you can take compassionate leave? Is that what you're saying?

**Participant:** I think that those are examples that... anything that... for that you can justify that you... like for example... ehr... the accident.

**Interviewer:** Mmm

**Participant:** It says here for an incident, that doesn't refer to like for example an accident...

**Interviewer:** Mmm

**Participant:** or...

**Interviewer:** And they say that they want ehm... proof of an incident before granting compassionate leave. Are you comfortable with that... phrase?

**Participant:** Not actually because... it says it *may request*...

**Interviewer:** Mmm

**Participant:** before granting so I'm assuming like... those are only in exceptional cases where it's like ok you *say* you're attending a funeral (giggling) 3 days of... subsequent...

**Interviewer:** Mmm

**Participant:** you're applying then you can still provide me with proof. But what kind of proof? (Giggling) The *point* is... that... I think that's with... you know it depends on the incident. Cause most times with ehm... this compassionate leave... it's like you know the person's already in an emotional state ehm... it's kind of offensive if... proof is, is required. But it also depends on the case and on the {...} I'm sure there's been incidences where people take chances... I donno.

**Interviewer:** But don't you think they should be a bit more sensitive maybe?

**Participant:** Ja

**Interviewer:** Just say bring proof when you have it or bring proof when you're ready or when you're back or within five days... or whatever?

**Participant:** (Pause)

**Interviewer:** Look we understand that they need it...

**Participant:** It says it may request *reasonable* proof so I'm assuming that reasonable means... Oh but it says *before* (giggling) granting the leave. Ehm... maybe where applicable, *I donno*.

**Interviewer:** (giggling)

**Participant:** I know it's a difficult one because at the end of the day... this is really just to cover the university (giggling)

**Interviewer:** Mmm

**Participant:** that you know... something happens we are... we are allowed... we are within our rights to *request*...

**Interviewer:** When it might say maybe...

**Participant:** Just rephrase it.

**Interviewer:** Mmm. SU may request reasonable proof, when applying for compassionate leave?

**Participant:** Ja

**Interviewer:** Would that be better?

**Participant:** Yes

**Interviewer:** Nuh? Ok. Cause we understand that sometime you have to have proof. I mean...

**Participant:** Ja

**Interviewer:** Everybody can't just I mean... how many dead grandmothers and grandfathers (giggling)

**Participant:** Exactly and the point is when you do apply for compassionate leave that's not actually what you're thinking about... Oh I have to give proof, you gonna apply and you're gonna trust that you know (giggling) it's gonna be granted...

**Interviewer:** Mmm

**Participant:** No one actually thinks o I need to bring proof. I think this is really just to cover the university.

**Interviewer:** Mmm. And no one actually really asks you for proof hey?

**Participant:** Exactly

**Interviewer:** Mmm. But don't you want then the practice and the policy to be in line rather?

**Participant:** (pause) so maybe SU may request reasonable proof ehm... (Pause) (Reading silently) I don't know.

**Interviewer:** Ok

**Participant:** In certain incidences I... the point is that I don't think people... when people read this... I don't think that it's going to be a case of taking offence ehm... when you read it...

**Interviewer:** Mmm

**Participant:** It's *just* that this is the University policy it doesn't mean that... that I'm liable... that I'm gonna *have* to... submit...

**Interviewer:** Mmm

**Participant:** proof. It's just there as... as you know... ehm...

**Interviewer:** Mmm

**Participant:** In other words as a warning (giggling) in a sense that don't apply for compassionate leave when it's not due.

**Interviewer:** Ok so you think that's a warning.

**Participant:** So you not gonna read that and take offence.

**Interviewer:** All right. And one last question here before we move on. Do you know... after reading 3.3.5.a exactly how many days you get... for compassionate leave.

**Participant:** Ok so you get (reading aloud) 3 working days a year, and another 14 days during every cycle of three years. So in other words I'm *assuming* that when this cycle of three years is done... so after three years you get another 14 days? (Pause) So that means (pause) (reading softly). No I donno... how... that makes 23.

**Interviewer:** Mmm

**Participant:** (giggling)

**Interviewer:** Its 9 and 14.

**Participant:** (pause) Oh I see so its 3, 6, 9 and then 9 plus 14. Ok {...}

**Interviewer:** Do you want to... calculate?

**Participant:** (pause)

**Interviewer:** Would it be better... let me just give you this example... if they tell you... look you get 23 working days compassionate leave during every cycle of 3 years.

**Participant:** Mmm

**Interviewer:** This is how we break it up... because of the Basic Conditions of Employment (Act) you get 3 working days.

**Participant:** Mmm

**Interviewer:** But the university is so nice we giving you another 14 working days...

**Participant:** Giggling

**Interviewer:** for every 3 years.

**Participant:** (giggling) Ehm... you could but maybe that is too ehr... flowery...

**Interviewer:** Mmm

**Participant:** You could just say 3 working days a year so that's 9... per... per... what... per 3 years... per working cycle and then another 14 days a year. (Giggling) There you go 23.

**Interviewer:** And if they first said 23 working days and then give you the breakdown?

**Participant:** Yes

**Interviewer:** Would that have worked better?

**Participant:** Yes. It would have worked better but all it required of me was to read it again and I would've gotten it (giggling)

**Interviewer:** Mmm. You see some people they don't read past the 3 working days.

**Participant:** Ja

**Interviewer:** So they don't even know that they actually have 23 working days compassionate leave for every cycle of three years.

**Participant:** Ja

**Interviewer:** They don't know that they just think they have 3 days because they don't understand this.

**Participant:** Ok

**Interviewer:** So if you have an incidence now when you need more than the 3 days then you have it available.

**Participant:** That's what I was gonna say which means in essence that after 3 years you accumulate that additional 14 days... so that means that when you do apply for compassionate leave it could mean obviously more than 3 working days a year.

**Interviewer:** Mmm

**Participant:** If you need a extra day or an extra two days... it would be from that additional 14 days.

**Interviewer:** It would be from the 14 days ja... but since you're not understanding this...

**Participant:** Ja

**Interviewer:** You just ignore this... and... go on...

**Participant:** Ja. Oh yes does that (pause)

**Interviewer:** Huh?

**Participant:** Oh no it's available for those 3 years so in other words if there are days remaining it would fall away for the next three years.

**Interviewer:** Mmm, it would fall away ja but I mean

**Participant:** And then you'd start with your 3 working days a year...

**Interviewer:** In your new cycle.

**Participant:** Yes

**Interviewer:** you'd get your 3 working days a year every year

**Participant:** Ok

**Interviewer:** Like now 2018 you have your 3 working days...

**Participant:** Ja

**Interviewer:** And you have... the university give you... 14 working days every 3 years...

**Participant:** Ok, so only at the end of the 3<sup>rd</sup> year...

**Interviewer:** Ja

**Participant:** So even if you start off with an additional 14 days... if falls away?

**Interviewer:** It will fall away ja. But right now... I'm, assuming you haven't taken anything of your 14 days...

**Participant:** My...

**I omitted sensitive and irrelevant detail.**

**Interviewer:** Do you think it would be easier if they just made this more clear... so we know... how the 3 days work, how the 14 work, how they come to 23...

**Participant:** So maybe like say...

**Interviewer:** instead of us sitting here and...

**Participant:** (giggling)

**Interviewer:** calculating and wondering...

**Participant:** I think maybe you can move this sentence up like you said... 23 days are available during every 3 year cycle. And then you just explain 3 working days a year, and an additional 14 days. I actually think that would make a lot...

**Interviewer:** Uhr

**Participant:** It would read better

**Interviewer:** more sense nuh?

**Participant:** it would read better.

**Interviewer:** Uhr ok. That's all I wanted to...

**Participant:** You cannot accumulate... ja ok...

**Interviewer:** on compassionate leave. Is there anything you want to mention still there?

**Participant:** (reading aloud) may be granted in the following instances... ehm and I'm assuming that *that* means that outside of these incidences it doesn't apply. Because for example ehm... it says here a child's illness but I doesn't say anything about like an accident... or injured at school...

**Interviewer:** Mmm and these things happen ja. I hear you.

**Participant:** *I'm assuming it happens a lot.*

**Interviewer:** Mmm

**Participant:** And I'm assuming that be... Oh no but then that will just be part of your annual leave?

**Interviewer:** What now?

**Participant:** If say for example the child doe fall from the school... or from the swing at school.

**Interviewer:** Mmm

**Participant:** What kinda leave is that?

**Interviewer:** You have 23 working days compassionate leave.

**Participant:** But does that... would that... that's why I'm saying would it fall under compassionate or annual leave? Because it says here (pause) *illness*... like what is illness then now?

**Interviewer:** But it doesn't say injury?

**Participant:** Ja

**Interviewer:** *Ok* I hear you.

**Participant:** Because the point is you could argue that then takes half a day off...

**Interviewer:** Mmm

**Participant:** from your annual leave.

**Interviewer:** Ok. Would you say this is open to interpretation?

**Participant:** (giggling) I think so.

**Interviewer:** (Giggling)

**Participant:** Especially the part where it's like... when it comes... if you're a mom for example.

**Interviewer:** Mmm

**Participant:** And like your... children are injured.

**Interviewer:** Mmm

**Participant:** How often doesn't that happen at school?

**Interviewer:** Mmm I hear you.

**Participant:** The injury part... but I think when or the illness but then again you're only allowed 3 days a year so... (Giggling) I mean... children get sick usually more than that.

**Interviewer:** Mmm, but you have 14 days for every cycle of 3 years.

**Participant:** Ja

**Interviewer:** People don't take it cause they don't know they have it.

**Participant:** Mmm

**Interviewer:** All right.

**Participant:** I just don't know about applying for compa... how that would maybe be looked at? You know you're applying for compassionate leave and you're saying my child (giggling) is... fell off...

**Interviewer:** But what about if we...

**Participant:** or was scratched at school or cried or...

**Interviewer:** Ja. What about if we rephrased compassionate leave and use another word like I said earlier Family Responsibility leave?

**Participant:** I think so.

**Interviewer:** Then it could fit... your child fell off the...

**Participant:** Ja I think that *compassionate* name... ja... its, its it depends on who's actually reading the document.

**Interviewer:** Mmm

**Participant:** And who your HOD is would they regard that as compassionate.

**Interviewer:** Uhr

**Participant:** (Giggling)

**Interviewer:** That's why I'm saying if you probably phrased it differently... family responsibility... the child is your family and you're responsible...

**Participant:** Ja

**Interviewer:** Ok. Where are we now? Leave of absence.

**Participant:** Oh one more thing what happens if it's...

**Interviewer:** One more thing?

**Participant:** I think this would be sick leave hey? Or ehm... annual leave?

**Interviewer:** Mmm

**Participant:** If somebody has like... not a mental illness but they're mentally *drained*?

**I omitted sensitive and irrelevant content.**

**Interviewer:** And when we speak about leave of absence?

**Participant:** I quite understand... I know you're allowed 15 days at a time

**Interviewer:** Mmm

**Participant:** Ehr ok so if you apply for longer then it will come from your annual leave.

**Interviewer:** Like you said now you know that you're allowed 15 days at a time.

**Participant:** Ja

**Interviewer:** Ehr... would you explain to me what you understanding is of that *at a time*?

**Participant:** So in other words if I go to the system and I put in I'm gonna be away from this date to this date... then its *consecutive* 15 working days I'm allowed. I can apply for another 15 days but then I don't know what's the time frame be... between...

**Interviewer:** Can I go ever year or can I go every second month or...

**Participant:** or can I go maybe twice in the same term?

**Interviewer:** Mmm

**Participant:** 15 days consecutively...

**Interviewer:** Mmm

**Participant:** I'm not sure cause again I've never been in that situation but I know you can block or...

**Interviewer:** Mmm

**Participant:** 15 days for *one occasion*.

**Interviewer:** It says there ja... per occasion ja.

**Participant:** per occasion... so that means and I'm assuming that ehmm...

**Interviewer:** So can you go 20 times per occasion in one year? Do you know if you can?

**Participant:** I don't know.

**Interviewer:** Does this say to you if you can?

**Participant:** (reading softly) it doesn't say... I don't think it says here.

**Interviewer:** Mmm

**Participant:** (reading softly) Just from what I understand... what I do know is that you're allowed 15 consecutive days...

**Interviewer:** Mmm

**Participant:** But I donno *how many* of those 15 consecutive days are allowed.

**Interviewer:** Mmm

**Participant:** *Again* it talks about the interests of the university and all of that... ja I know it should be signed off by your HOD...

**Interviewer:** Mmm

**Participant:** But I for me... there's no guideline to say ehmm how many times are we allowed.

**Interviewer:** Mmm. Would you like them to say that listen you can go at most every 15 working days...?

**Participant:** Yes

**Interviewer:** but only annually or only...

**Participant:** Ja

**Interviewer:** quarterly or...

**Participant:** Ja

**Interviewer:** Then you at least know where you stand.

**Participant:** Yes

**Interviewer:** Ok

**Participant:** Because I'm sure there are some people who *would*...

**Interviewer:** want to know...

**Participant:** Ja. I haven't come to that point yet but I'm just saying...

**Interviewer:** Ja

**Participant:** What happens if there is like for example two consecutive conferences?

**Interviewer:** Mmm

**Participant:** Or

**Interviewer:** What then ja.

**Participant:** Ja

**Interviewer:** Who's gonna decide if it's ok...

**Participant:** Exactly

**Interviewer:** for you to go? Mmm. And where we now? Continuation of work elsewhere. How do you understand that?

**Participant:** (reading silently) ehm... so working elsewhere I'm assuming that, that is within the scope of what you're doing you're just taking up duties elsewhere

**Interviewer:** Mmm

**Participant:** So maybe another university or... research institution {...} Ehm... however you will take unpaid leave during this period. Ehr... (Reading softly) Oh that's un... Oh sorry I'm jumping ahead... that's not the same bullet...

**Interviewer:** Mmm

**Participant:** O so continuation of work. (Reading aloud) In exceptional cases SU may grant employees leave to perform their duties elsewhere. Oh so in other words maybe... I would assume that this is not like for example for that bilateral work... that's all within the scope of what you're doing.

**Interviewer:** Mmm

**Participant:** But if you're actually going to do something elsewhere...

**Interviewer:** Mmm

**Participant:** ehm... maybe render a service... to another institute... then you... are maybe allowed to... it doesn't really talk about the leave and all of that...

**Interviewer:** Mmm. And if you're gonna be marking at home? Scripts?

**Participant:** No that is part of leave of absence.

**Interviewer:** You think that's leave of absence?

**Participant:** Yes

**Interviewer:** Ok

**Participant:** Oh no! Ja! That's... your... to *me* that's leave of absence.

**Interviewer:** Mmm

**Participant:** Continuation of work elsewhere I'm assuming that's where you're rendering a service for another...

**Interviewer:** for another institution?

**Participant:** Yes

**Interviewer:** Ok. And ehm... unpaid leave you read it?

**Participant:** Ja I went through it I jumped... I didn't realise that it's a separate...

**Interviewer:** No problem

**Participant:** (Reading softly) what is COE?

**Interviewer:** Cost of Employment.

**Participant:** So 25%... ehm (reading softly)

**Interviewer:** Do you know what that 25% of the pensionable amount of the COE is?

**Participant:** So the pensionable amount is... so is the amount... that is... from which... ehm... (Reading softly) the pension amount (giggling)

**Interviewer:** Of *your* COE?

**Participant:** Ja

**Interviewer:** You comfortable with that? If you read that sentence you know exactly what they mean?

**Participant:** Ok so... my under... I know you get the... cash salary portion on which you're taxed but... before that...

**Interviewer:** Mmm

**Participant:** amount... is the amount from which pension is...

**Interviewer:** Ok, and then you will get 25% of that?

**Participant:** Yes

**Interviewer:** In special cases... what is the special cases? Do you know? Or do you want to know? What is the conditions...

**Participant:** Ja no the special cases (giggling) that would be something you would have to go and enquire about...

**Interviewer:** Mmm

**Participant:** once you read the document.

**Interviewer:** Ok

**Participant:** Unpaid leave obviously... special cases could that not also be like maternity leave... I donno. But then again in the maternity document, I think it says you don't get paid.

**Interviewer:** You get paid for four months.

**Participant:** for four but I mean unpaid leave...

**Interviewer:** Mmm

**Participant:** So I... then you *won't* get 25%...

**Interviewer:** Mmm so we'd like to know what is this special cases...

**Participant:** Ja

**Interviewer:** maybe if they gave us one example of special cases would that be different?

**Participant:** Ja because... somebody who actually wants to take maternity leave could then say ok... but (giggling) it says here in special cases.

**Interviewer:** So I feel that my pregnancy is a special case?

**Participant:** (Giggling) because it does say unpaid leave and unpaid leave is also noted in the... maternity part.

**Interviewer:** Uhr, ok.

**Participant:** So... (Pause) I donno what *special cases* are.

**Interviewer:** Ok anything else there... unpaid leave?

**Participant:** (Reading softly) I donno what this means (Reading aloud) should employees who are on unpaid leave qualify for a research opportunity during that period... so I know unpaid leave you not getting paid, you qualify for a research opportunity... then it says the *period*...

**Interviewer:** Mmm

**Participant:** That they can *claim* for research purposes... Oh ok... in other words (pause) the *leave period* (giggling)

**Interviewer:** Should they say there rather the leave period?

**Participant:** I think so.

**Interviewer:** Mmm nuh... make it a bit more...

**Participant:** (Reading softly) I donno I had to read that twice now... to understand...

**Interviewer:** Mmm

**Participant:** they're referring to the time.

**Interviewer:** Mmm, ok.

**Participant:** (Reading softly)

**Interviewer:** Quarter of a relevant leave period... is also fine?

**Participant:** Quarter of a relevant leave period... I'm assuming that's the time that you have still assigned to you... your leave period.

**Interviewer:** Mmm

**Participant:** So you get a quarter... wait... (Reading softly) Ok so in other words whatever assigned to you, I'm assuming your unpaid leave... you still and, and you decide to... leave then you're still eligible to work a *quarter* of... that period when you come back...

**Interviewer:** Mmm

**Participant:** The timeline that's been assigned to you.

**Interviewer:** Mmm, ok. Would it have been better had they phrased that differently instead of a quarter?

**Participant:** Well I understand what a quarter means it's just I was thinking... ok (pause) Maybe like... ok... after... for a quarter of... the... maybe *relevant* leave period needs to be rephrased...

**Interviewer:** Mmm

**Participant:** there to... erhm unpaid leave assigned.

**Interviewer:** Ok I hear you. Then you know exactly what that quarter refers to huh?

**Participant:** Ja

**Interviewer:** All right.

**Participant:** (Reading silently)

**Interviewer:** Ok presence at the workplace.

**Participant:** (Reading silently) Ok that seems fine. I mean I understand what its saying...

**Interviewer:** Mmm

**Participant:** (Reading softly) (sighing) The only thing is... like I understand what *this* means... but then it says you have to be present at weekdays... like... does it *really* mean you have to be here from 8-5 for example?

**Interviewer:** So you understand... when you read that... you understand that, that is what they're saying? This is where you should be... when you should be where?

**Participant:** If you are not for example... say for example you are *not* at a workshop...

**Interviewer:** Uhr

**Participant:** and you are *not* working...

**Interviewer:** sick or you are...

**Participant:** then you must be here from, in other words like I said you must be here from 9 to 5...

**Interviewer:** Ja

**Participant:** when you are not *stationed* anywhere else.

**Interviewer:** Uhr. So you would say that is working hours?

**Participant:** Yes... but it... is that what the document is saying? (Giggling)

**Interviewer:** I don't know what they want to say here. I want to find out from you...

**Participant:** I do...

**Interviewer:** what you think they are...

**Participant:** I do...

**Interviewer:** saying here.

**Participant:** yes because... (Pause)

**Interviewer:** Do you think this is leave? Let me ask you that. Do you *think* this refers to leave... cause... like you said now...?

**Participant:** No it's about *presence*... what happens if... I want to leave earlier?

**Interviewer:** Mmm

**Participant:** and you are working... leaving early just to miss traffic. But you're working from home... because 9 out of 10 times you're *really* working at home... you take out your laptop...

**Interviewer:** Mmm

**Participant:** Would *that* then say ok but you're not present at your workplace at half past 3 when you're actually supposed to be here?

**Interviewer:** Ok so you think they're speaking here about your *physical presence*...

**Participant:** Ja

**Interviewer:** here... you're saying? How does that make you feel?

**Participant:** (Giggling) A little bit like *stuck*... in a... rut... it could be a bit more flexi.

**Interviewer:** Uhr

**I omitted sensitive and irrelevant content.**

**Participant:** It's not really something that you put... in a document like this. I guess that's an agreement between you and your HOD...

**Interviewer:** Mmm

**Participant:** cause it will probably differ between departments...

**Interviewer:** Should it differ between departments... if we have a policy document... that gives us the rules and regulations... how can it differ between departments? We work for one entity.

**Participant:** Unless it's stipulated in the document... that you know... subject to you having an agreement with you're... HOD...

**Interviewer:** Or perhaps the document should be straight forward enough so that nobody can interpret it...

**Participant:** differently.

**Interviewer:** Ja

**Participant:** Ja but I hope....

**I omitted sensitive and irrelevant content.**

**Interviewer:** Could they take this out here? Because they've been speaking about leave of absence and continuation of work elsewhere and all of those things... earlier in the document. Then they come back to presence at the workplace... do you think this is something that... that we can do *without* in this document?

**Participant:** In actual fact... as it says here (reading softly) Ok so basically... so that kinda says just make them aware of when you're where...

**Interviewer:** Mmm

**Participant:** Ok so that's *fair*... that kinda covers...

**Interviewer:** So they just know where you are...

**Participant:** Yes basically. So... this could actually be put under leave of absence ehm... because it's actually repeating here, yes you're right (Reading aloud) employees must be present... I mean we *do* know that we must be present (giggling) at work.

**Interviewer:** (Giggling) If you're not on leave, or if you're not sick or...

**Participant:** Exactly

**Interviewer:** at a workshop or anything... *you must be here.*

**Participant:** *Exactly* (Reading aloud) environmental heads or deans may grant employees permission to attend recognised meetings... (Reading softly) ja so I think that again falls under leave of absence cause I know you have to apply even when you go to a...

**Interviewer:** Mmm

**Participant:** meeting... off... off site...

**Interviewer:** Mmm

**Participant:** or campus...

**Interviewer:** Mmm

**Participant:** So... was that even mentioned.... (Reading silently)

**I omitted sensitive and irrelevant content.**

**Participant:** So... ehm... presence at the workplace... If I go back to leave of absence they don't really cover any of that... this is a *given* but then again you could argue... somebody could say well it wasn't in the policy (giggling)

**Interviewer:** Exactly

**Participant:** So... so it needs to be there.

**Interviewer:** So they could... move... they could combine presence at the workplace with leave of absence you'd say?

**Participant:** Yes

**Interviewer:** Mmm

**Participant:** but I don't think you can take it out because then you could argue... somebody could argue and say well it wasn't in the document (giggling).

**Interviewer:** Mmm, ok. Sick leave. Would you expected sick leave earlier?

**Participant:** Oh... ag no... you have to read through the document... to... you mean earlier in the document?

**Interviewer:** In the document ja.

**Participant:** Ag not necessarily (pause). Cause it starts actually with... no to me it doesn't mean that it's any less important if it's last it's *there* so...

**Interviewer:** Ok

**Participant:** (Reading aloud) to a maximum of 8 months sick leave, wow... (Giggling). I say wow because I realise that some people *do* need 8 months, but then sometimes I look at my sick leave thing and I go wow it's like so minimum sometimes you actually feel sick and you still come to work and then you look at your sick leave... I mean like 3 days a year.

**Interviewer:** But if you break the 8 months down... to days...

**Participant:** Oh it's for a year...

**Interviewer:** it wouldn't really be so much hey?

**Participant:** Its 3 years obviously.

**Interviewer:** Mmm. The cycle again.

**Participant:** The cycle I mean ja, exactly. So that's just under 3 months.

**Interviewer:** Mmm so would it be better if they spoke about the days... or is the 8 months ok...

**Participant:** It's fine.

**Interviewer:** fine like that?

**Participant:** (reading softly) Ok. (Giggling) So... in other words if you're sick for more than 4 months sorry for you (giggling).

**Interviewer:** They just pay you for 4 months.

**Participant:** Ja

**Interviewer:** Would it have been better if they just say we pay you for 4 months?

**Participant:** Yes

**Interviewer:** Instead of first telling you about the 8 months?

**Participant:** (pause) No I think...

**Interviewer:** Is it ok?

**Participant:** Ja

**Interviewer:** Ok. What would you say about this paragraph?

**Participant:** Which one, the first one?

**Interviewer:** The 3.3.10.a

**Participant:** In terms of how it reads?

**Interviewer:** Mmm

**Participant:** (reading softly) (giggling) Ja then again you could argue what's acceptable because if a medical certificate is... provided by a health *practitioner* I'm sure that it will be acceptable right? Cause they're the ones making the diagnosis. So what exactly does acceptable mean?

**I omitted sensitive and irrelevant content.**

**Participant:** (reading softly)

**Interviewer:** Look you must read it the way it's written here hey... with no commas, and not full-stops...

**Participant:** Oh

**Interviewer:** *so you can't just breathe where you want to (giggling)*

**Participant:** (Giggling) ok

**Interviewer:** No I'm just joking.

**Participant:** (Reading silently) No again... the grammar needs to be worked on... where commas and that has to be put in...

**Interviewer:** Somewhere you have to breathe nuh (giggling)...

**Participant:** Yes, yes yes I didn't... I didn't read it like that...

**Interviewer:** take a break.

**Participant:** (Reading silently) Maybe a full stop there, then you start with every successive... you have to rephrase that.

**Interviewer:** Mmm. Break it up a little bit?

**Participant:** Ja

**Interviewer:** (Giggling) Ok and if they say to you employees who *can* submit a medical certificate... what does that imply?

**Participant:** Oh ja! (Reading aloud) who can submit... so what happens if you can't?

**Interviewer:** Cause they didn't say you *have* to, they say you can.

**Participant:** Oh (reading aloud) can submit... are entitled... I'm assuming that only if you submit a certificate are you... entitled... because it says...

**Interviewer:** To sick leave?

**Participant:** to that 8 months.

**Interviewer:** Oh ok. You read it like that.

**Participant:** Ja entitled to a maximum of... but what happens if you can't...

**Interviewer:** But you have 8 months... weather you take it continuously or separately.

**Participant:** *I donno*... so that means... Oh so in other words... Oh ja... so in other words you... have... 8... months... even... ja so even if you're taking 2 days where you don't... need a certificate (giggling) you can still take your 8 months.

**Interviewer:** That's part of your 8 months ja.

**Participant:** Yes ehm but I'm assuming that if its outside or if it's *longer* periods of time then you *have* to submit... and if you don't have a certificate then... you won't be eligible to... that leave and it can be... what... denied? *I donno*.

**Interviewer:** Mmm

**Participant:** The *who can* I'm not sure about.

**Interviewer:** Ja cause it doesn't say you *have* to submit.

**Participant:** {...}

**Interviewer:** Look if you go to d it says there (reading aloud) applications for sick leave for more than two calendar days must be accompanied by an...

**Participant:** Ja

**Interviewer:** acceptable medical certificate. Does that link up with a maybe?

**Participant:** (Pause) because the point is you're still entitled to 8 months...

**Interviewer:** weather you take it continuously...

**Participant:** or not...

**Interviewer:** or separately ja...

**Participant:** but the point is and I'm assuming if you don't have a medical certificate and its more than two days then your leave can still be denied... like your HOD can not approve it.

**Interviewer:** Your sick leave now?

**Participant:** Your *sick* leave... yes.

**Interviewer:** Is that what you're saying?

**Participant:** That's my understanding cause the point is where... how would you define ehr... for example when somebody is actually eligible to that 8 months or not?

**Interviewer:** Mmm

**Participant:** Consecutively I mean...

**Interviewer:** Ja

**Participant:** more than two days...

**Interviewer:** That's why I'm saying...

**Participant:** the who *can* is a little bit ambiguous so...

**Interviewer:** Mmm

**Participant:** it should say... maybe employees who are taking ehr more than two days at a time or... ehr... taking the *maximum* leave, sick leave...

**Interviewer:** Mmm

**Participant:** however it's rephrased... *must* submit a medical certificate... if that is what it *means*.

**Interviewer:** Uhr so say what it means ja. And that's why I asked you previously about the 8 months... If they just said... you get 30 working days sick leave a year... that you can take continuously or separate periods...

**Participant:** Ja

**Interviewer:** Do you think that would have been better? Because now people are reading these 8 months in all sorts of weird and wonderful ways (giggling)... whereas it just... means that...

**Participant:** Eight months mean... how many days?

**Interviewer:** Your 8 month is for the 3 years...

**Participant:** Yes. So just say ehrm... x ja x amount of days over 3 years... ehrm... first, first four but then you gonna say Oh x amount of days will be full pay and then another x amount of days...

**Interviewer:** Mmm

**Participant:** For me personally it wouldn't matter but maybe for somebody else it would read easier... I... ja... it's just the only thing that is a bit ambiguous is who *can* submit...

**Interviewer:** Uhr

**Participant:** So that means if you can't you're still eligible...

**Interviewer:** for sick leave ja.

**Participant:** continuous I mean.

**Interviewer:** Mmm. So what would define if I can't nuh?

**Participant:** Ja...

**Interviewer:** What would... be an acceptable...

**Participant:** *I can't* ja.

**Interviewer:** Ja

**Participant:** You don't have money or... *I donno*. To be booked off for a very long time you would need a diagnosis... you would need to see the GP.

**Interviewer:** Ok

**Participant:** (reading softly)

**Interviewer:** Ok I get it, just pack it out a bit more and explain to us *what* exactly you mean by *can* submit a medical certificate.

**Participant:** Mmm

**Interviewer:** Or rather say that look if you're off for more than two calendar days you have to submit a medical certificate.

**Participant:** Yes. Ja exactly.

**Interviewer:** Finish...

**Participant:** Ja because...

**Interviewer:** instead of that long story...

**Participant:** Yes, yes, yes exactly. (Reading softly)

**I omitted sensitive and irrelevant content.**

**Interviewer:** Ok is there anything else you wanted to mention? It seems we reached the end of this document.

**Participant:** Exemption from tuition fees... (Reading aloud)

**Interviewer:** Huh-ah, you see you're continuing now with something else

**Participant:** Oh!

**Interviewer:** That is not part of leave that falls with finance, but thank you for mentioning that.

**Participant:** Ja it looks like its part...

**Interviewer:** It's just continuing ja... it, there's no... where it starts and where it stops.