

Date: 08 August 2018

Time: 12:00

Place: Board room at participant's work place

Participant: Is compassionate leave under family responsibility leave?

Interviewer: Compassionate leave... we don't have a section as ehm... family responsibility leave... here at SU. We just have compassionate leave. It's on page 10 we can start there since you're now touching on that. (Giggling).

Participant: Yes (giggling)

Interviewer: Then you tell me what you find here in compassionate leave that is confusing you or... that you don't understand or that you want to know what's going on here?

Participant: Yes. Like here by illness of a employee's child...

Interviewer: Urh

Participant: Is that must the child be under 18? Is that the rule?

Interviewer: Well it doesn't say that...

Participant: With a certificate... a doctor's certificate...

Interviewer: Mmm. It doesn't say anything about the child's age... so...

Participant: And here they saying... (Reading aloud) compassionate leave for a portion of a day or full days may be granted... the birth of an employee's child.

Interviewer: Mmm

Participant: So why is that there? Isn't it supposed to be under maternity leave?

Interviewer: You think that relates to maternity?

Participant: Yes

Interviewer: Should they cross reference it there to maternity leave maybe?

Participant: Ja!

Interviewer: Or put something in there that highlights the fact that this goes along with maternity leave.

Participant: Yes. Because if you're saying the birth of an employee's child it's *not* coming from your *maternity* leave. Then you getting maternity leave *and* compassionate leave?

Interviewer: Mmm... which doesn't... really make any sense ja. Ok. Or maybe they refer there to the dad or the father? But we don't know?

Participant: Ja... cause they saying *employee* so obviously it's you that now work for the university... you're a female.

Interviewer: And if you a man?

Participant: *Paternity* leave. (Pause) Isn't it?

Interviewer: Uhr

Participant: (reading softly)

Interviewer: Do we have...

Participant: *Isn't there?! I saw here by maternity leave...* (Searching, reading)

Interviewer: Mmm. Where did you see paternity leave here... show me?

Participant: (giggling) its annual leave, maternity leave... Isn't here paternity leave?

Interviewer: Ok we can...

Participant: Cause normally... like my previous employer...

I omitted sensitive and irrelevant content.

Interviewer: But if you read through this whole section... then what would you say about that paternity leave?

Participant: (reading softly) you get 4 month's money... am I right? (Reading silently) So you're allowed a maximum of 9 months maternity leave.

Interviewer: Mmm

Participant: But you only get paid for 4 months.

Interviewer: Mmm

Participant: Full salary?

Interviewer: Mmm

Participant: (reading silently)

Interviewer: But... that 9 months is for all your *confinements*.

Participant: How do you mean all your *confinements*?

Interviewer: (giggling) you're frowning?

Participant: Giggling

Interviewer: Do you evens know what confinements *mean*?

Participant: *NO!*

Interviewer: I ask everybody this question and nobody has ever told me outright No. It's your due dates... it's all your pregnancies... when you... when you are *due*. They use the plural form... *confinements*...

Participant: Yes

Interviewer: because that 9 months should be split through all your pregnancies. The university covers you for 3 pregnancies...

Participant: Mmm

Interviewer: so you should use that 9 months... and split it...

Participant: *But does it say here?!*

Interviewer: That's what I want to know from you.

Participant: I never...

Interviewer: Does it say that to you here?

Participant: *NO!*

Interviewer: What did you read and what did you understand?

Participant: I... like *confinements* is not a *plain English*... word!

Interviewer: (giggling) Ok

Participant: So I think that... like you said it now... explain in English...

Interviewer: Uhr

Participant: Then I understand its 3... pregnancies... and dates... 9 months...

Interviewer: Uhr, cause we speak about pregnancies nuh we don't...

Participant: Yes

Interviewer: speak about *confinements*...

Participant: Yes. Does confinement mean... am I now *bound* to something? Am I now trapped somewhere (giggling)

Interviewer: (giggling) probably trapped... you're pregnant.

Participant: And that you must ehrrm remain... say I'm pregnant and I'm on maternity leave and I come back then I must be employed by the university for another 12 months?

Interviewer: Yes

Participant: So I am restricted to that?

Interviewer: Yes

Participant: 12 months?

Interviewer: Uhr or you can just pay it back.

Participant: Yes or you can pay it back shame. So there saying 4 months you get paid and if you don't... further than the 4 months then you must claim unemployment, UIF.

Interviewer: No that's not really what they're saying here... Is that what you're reading?

Participant: Yes

Interviewer: Ok. Why do you think that is what you're reading there?

Participant: Where was I reading that now? (Reading silently)

Interviewer: The first bullet... or not?

Participant: (Reading softly) can you see like... this is *very unclear*...

Interviewer: Mmm

Participant: Because now I know you get paid for the full months...

Interviewer: Mmm

Participant: And what if you wanna take six months?

Interviewer: Mmm

Participant: Does... the university pay for it... is it unpaid leave?

Interviewer: It's not clear enough there you say? Ok.

Participant: (Reading silently) See there *again confinement*.

Interviewer: Mmm

Participant: Your expected confinement date.

Interviewer: (Giggling) you look horrified?

Participant: No I'm just thinking now... *what if I'm now pregnant?! I wouldn't understand this!*

Interviewer: Oh you never thought of the fact that maybe when you pregnant then you have to go through all of this.

I omitted sensitive and irrelevant detail.

Participant: I'm just thinking now I will be phoning (HR's switchboard) the whole time... (I omitted a name) wat beteken die nou?

I omitted sensitive and irrelevant detail.

Interviewer: I get what you're saying ja you're just thinking of the situation you'd be in... should it happen now that you get...

Participant: Yes I just want to know *what do I get, how much months will I get paid? And if I want to take longer what do I need to do?*

Interviewer: Mmm, you don't want all this...

Participant: Yes and if I do decide to stay at home... yes this 12 month period is very useful.

Interviewer: Mmm

Participant: Like paying back...

Interviewer: Mmm. So you said... the points you mentioned now... you just wanna know how long do I get paid, how many months do I get ehm... how long do I have to work back what's gonna happen if I don't...

Participant: Yes this 3 babies that you spoke about...

Interviewer: Mmm

Participant: That is *very important* (giggling)

Interviewer: (Giggling) ja... it is.

Participant: The 3 pregnancies... I don't think it's mentioned here.

Interviewer: It says here (reading aloud) permanent female employees are entitled to four months maternity leave at full COE, which applies also to the adoption of a child younger than six months, subject to the following provisions.

Participant: Mmm

Interviewer: Then it goes on with the first bullet (reading aloud) each female employee will be allowed a maximum of nine months maternity leave at full COE for all her confinements combined.

Participant: Yes

Interviewer: That is supposed to tell you...

Participant: But we...

Interviewer: we pay you for 3 babies.

Participant: Yes... but... if I read it I don't see 3... there... like I wouldn't know how to interpret that.

Interviewer: Ok all right. I understand... because it doesn't say we pay you for 3 pregnancies and after that you're on your own.

Participant: Yes

Interviewer: That's all you want to know?

Participant: Yes

Interviewer: Ok

Participant: But I would never go and have a fourth child if I read this (giggling)

Interviewer: (giggling) ok I understand ja. Mmm, ok is there anything else here cause maternity leave... I see it's rather lengthy...

Participant: Mmm

Interviewer: So anything you want to mention there?

Participant: Silence

Interviewer: Ok so we moving on?

Participant: Ja (reading silently) all that I know is you can take two days off for exams...

Interviewer: Mmm

Participant: And that... about the satisfactory progress that I knew about.

Interviewer: Mmm

Participant: I wanted to ask the study opportunities that is obviously... department... ehm...

Interviewer: Mmm

Participant: approved.

Interviewer: Ok

Participant: No Carmen I'm asking you (giggling)

Interviewer: What are you asking me?

Participant: I'm asking you... say you in HR now and...

I omitted sensitive and irrelevant detail.

Participant: Like the first bullet there is *very* open to interpretation.

Interviewer: Mmm. And you would not want it to be that way?

Participant: Mmm

Interviewer: So you would rather want it to *say clearly*?

Participant: Nodding (giggling)

Interviewer: Then rather say it should be deemed in the interest of your division or department or...?

Participant: Oe what if your division is worse than SU... leave ma at SU.

Interviewer: Mmm (giggling) ok but I get what you're saying ja... it's *too open*. Ok anything else regarding the study opportunity?

Participant: Oh... can you explain to me this time aloud... for attending lectors?

Interviewer: Mmm

Participant: Tutorials and practical's.

Interviewer: Mmm, before I explain it to you can you tell me what you read from there.

Participant: SO... they said that...so ehm you are allowed to attend lectures nuh... say a class is an hour... and do you include the 20 minutes with the hour?

Interviewer: You asking me this because it's not clear in here? Can I just get that clear?

Participant: (Giggling) Yes!

Interviewer: Hey?

Participant: Ja

Interviewer: Ok, so you don't understand what that means. So you would have them explain it to you a little bit better?

Participant: Yes *please*.

Interviewer: Ok

Participant: Because soon I will also be attending class...

Interviewer: Uhm and you would like to know...

Participant: Yes

Interviewer: exactly what you are entitled to.

Participant: Yes

Interviewer: But you then have this document that you can read.

Participant: Jaaa.... But it's *not clear!* So I need to {...} duration of class or lab sessions including breaks between periods plus 20 minutes.

Interviewer: So if a break between periods... is usually 10 minutes hey?

Participant: Mmm

Interviewer: Then you get plus 20 minutes so then you get... added 30 minutes.

Participant: minutes...

Interviewer: That's... what I think.

Participant: Ok

Interviewer: You can interpret it that way but your line manager might say no, no no I don't think so... breaks...

Participant: Ja they will interpret... (Giggling)

Interviewer: between periods is only 5 minutes and then you only allowed.... (Giggling) ok I get it.

Participant: Ok and I understand that they say a maximum of three lectures per week during working hours. So... ja.

Interviewer: That's clear enough that sentence?

Participant: That's very clear.

Interviewer: Ok. And then anything else? Are we moving on from study opportunities?

Participant: Silence

Interviewer: Ok research opportunities

Participant: *Oe* research opportunities.

Interviewer: Uhr

Participant: (reading silently) Oh so here they saying that you can't take... all your research days at once. You have to take in block periods.

Interviewer: Ja I think I read that somewhere.

Participant: (reading silently) yes

Interviewer: You think this is ok... put together... this research opportunities?

Participant: Ja

Interviewer: Ok got any problems there anything you don't...

Participant: No

Interviewer: Ok we touched a bit on compassionate leave hey?

Participant: Ja we did.

Interviewer: Are we finished with that? Or is there anything else that you want to mention there?

Participant: I didn't know this leave of absence is if you want to move house.

Interviewer: Mmm many people don't know... I also didn't know... but I'm not planning on moving ever again in my life (giggling) so ja.

Participant: Like leave of absence I know we put in if we wanna go and attend a workshop or... teambuilding or something.

Interviewer: Mmm

Participant: Then you put it in but I didn't know that you can use it for moving house.

Interviewer: Ja one day for moving.

Participant: Yes

Interviewer: Mmm and court proceedings. (Reading aloud) at which the SU employee concerned has been...

Participant: 15 working days...

Interviewer: Per occasion.

Participant: what does *that* mean? Per occasion. Is it 15 days per *year*?

Interviewer: Per occasion

Participant: What is a per occasion? (Giggling)

Interviewer: It's probably every time you have to go for a conference or if you have to go for a workshop somewhere...

Participant: But is it in cycles?

Interviewer: No it doesn't *say* anything here about a cycle it says... as I understand it you have 15 days to attend... a conference or a meeting or any other gathering in SU's interest.

Participant: Mmm

Interviewer: Per occasion you... ehr... the easiest example would now be these academics they go on these conferences...

Participant: yes all the time

Interviewer: So ehrrm they get 15 days every time they go on a conference. It doesn't say per year and it doesn't say...

Participant: {...} so you can just make up your own 15 days.

Interviewer: I don't know, you think so? Is that what it says here? You said something about a block?

Participant: Ja because it doesn't *say* that... the time period.

Interviewer: Mmm

Participant: Or the cycle.

Interviewer: Uhr ok.

Participant: Because I mean say if you now you can take your 15 days whenever and just put in leave of absence all the time...

Interviewer: Mmm ok.

Participant: Their out of office whenever and it's just for a meeting or...

Interviewer: Mmm ok. So they should rather make it clear there... a cycle or... for how long...

Participant: Yes

Interviewer: How many times a year can you use that 15 days is that what you...

Participant: *Yes!*

Interviewer: Ok thank you I understand what you mean. Continuation of work elsewhere.

Participant: I didn't even read that.

Interviewer: its one sentence (reading aloud) in exceptional cases SU may grant employees leave to perform their duties elsewhere.

Participant: Huh?

Interviewer: What do you think of continuation of work elsewhere?

Participant: Elsewhere? Is that private work? *I donno.*

Interviewer: You donno?

Participant: No

Interviewer: Ok. And then unpaid leave?

Participant: (reading softly) I think it's... clear...

Interviewer: Mmm. 3.3.8. a, b, c, d.

Participant: It's very clear.

Interviewer: Mmm

Participant: It's very clear... even point a ass well.

Interviewer: Uhr, what does a say? In special cases...

Participant: Ja

Interviewer: Ok. Do you want to move on?

Participant: Yes I'm here by... No I'm not done hey.

Interviewer: Are you still there? Ok.

Participant: (reading silently) I wanted to ask you...

I omitted sensitive and irrelevant content.

Interviewer: Ok where we?

Participant: I'm by 3.3.9

Interviewer: Presence at the workplace. How do you feel about the presence at the workplace? When you read that... what does it tell you?

Participant: It seems that you must be at your workplace as agreed upon.

Interviewer: Mmm

Participant: And if you... this is just like me... cause I move around all the time...

Interviewer: Mmm

Participant: I must make adequate arrangements to notify my head and whoever where I am.

Interviewer: Mmm. So you think this is situated at the right place? Does it speak about leave for you or?

Participant: Huh?

Interviewer: That's why I'm saying... but what do you think... you say when you... read this it tells you where you should be when... you should be where.

Participant: Yes this is like... this is not *leave* this should be something else man.

Interviewer: Mmm, like what?

Participant: I don't know... but this shouldn't be here.... Is this working from home? Or working from another office but you doing your work?

Interviewer: You think that relates to that? The leave of... presence at the workplace...

Participant: Yes

Interviewer: Relates to?

Participant: Leave of absence or continuation of work elsewhere... ja or working from home probably.

Interviewer: Yes you think that would be better...

Participant: Yes or it's like...

Interviewer: going together with that?

Participant: This is almost like sometimes then they ask me to work at Tygerberg campus hey so I would read it the same as *that*.

Interviewer: Mmm

Participant: But now why's it under *here*? Do you know what I mean? Under leave?

Interviewer: Uhr it shouldn't be here it should be where?

Participant: I'm trying to figure out now.

Interviewer: Uhr. Ok we can conclude it shouldn't be *here* it should be *somewhere else*?

Participant: Mmm

Interviewer: Ok. And what about sick leave?

Participant: {...} is sick leave?

Interviewer: It's the last section.

Participant: I know if you're absent for two days (giggling) you don't need a certificate.

Interviewer: Mmm

Participant: And even if you sick on a Monday and a Friday you don't need a... sick certificate.

Interviewer: Ok. If you read that 3.3.10.a...

Participant: *Oe that's a long paragraph* hey. (Reading silently) So you're entitled to eight months sick leave. (Reading softly) so they saying for the 8 months you can get a full and then half... of your pensionable earnings... if you are gonna take 8 months sick leave. If you're booked off. In that in the case of like cancer and... like a dread disease?

Interviewer: Probably ja... when you need to be off for longer periods. They say here they cover you at full pay for the first 4 months...

Participant: Mmm

Interviewer: and then after the first 4 months, so probably the 5th month nuh...

Participant: Yes half of the pensionable amount.

Interviewer: Yes... of the employee's relevant COE.

Participant: What is COE? Cost of Employment?

Interviewer: Uhr. Ok you think they should rather *put* there cost of employment?

Participant: Yes cause who... maybe I must look at the definitions there (paging, searching for definitions).

Interviewer: Mmm ok. And then...

Participant: So sick leave is a 3 year cycle and it cannot be accumulated.

Interviewer: Mmm. (Reading aloud) Sick leave is calculated according to calendar days and not working days. Sick leave that runs from a Friday till the following Monday thus amount to four days of leave. You knew that?

Participant: Yes

Interviewer: Ok

Participant: I'm never sick over a weekend (giggling)

Interviewer: (giggling) you think that's clear enough stated there? And (reading aloud) applications for sick leave **for** than two calendar days must be accompanied by an acceptable medical certificate that states the nature of the illness clearly.

Commented [LAD<1]: For more than?

Participant: *NO* I disagree with that.

Interviewer: Mmm, why?

Participant: Because the new POPI Act...

Interviewer: Mmm

Participant: clearly states that it *does not* have to be clearly stated in the medical certificate.

Interviewer: Ok so then...

Participant: Because my GP will always write a medical condition. She won't...

Interviewer: She won't write what your medical condition is?

Participant: Yes

Interviewer: Ok so then what would you say about this then?

Participant: I would say... take out that state the nature of the illness clause...

Interviewer: Because it is... no longer relevant... there... it's...

Participant: No

Interviewer: You think it needs to be updated?

Participant: Yes it must be updated.

Interviewer: Mmm. Cause that's basically against the law nowadays.

Participant: *It is!*

I omitted sensitive and irrelevant content.

Interviewer: Mmm I get that ja... so this must be done away with in this day and age.

Participant: Yes

Interviewer: Ok thank you. There anything else that you want to mention? About the document as a whole maybe?

Participant: No just those... that I told you about.

Interviewer: Mmm

Participant: *That confinement oe jinne sort it out!*

Interviewer: (Giggling) that confinement is a problem for you?

Participant: *It is a problem* it's almost like you *jailed*.

Interviewer: Laughing