



Redesigned Benefits Policy (DV0406 3.3)

1. Leave

1.1 Annual Leave

Your leave cycle begins on the first day of your employment and ends on the same date of the following year. Therefore, your annual leave increases regularly, meaning that your first leave cycle is complete at the end of your first year of employment.

For example, if you start working at SU on 1 January 2018 on post level 10, your leave will amount to 25 working days on 1 January 2019.

Annual leave is allocated according to the following categories:

Post level	Number of <u>days</u>
1 – 8	30
9 – 11	25
12 – 19	20

- You may take annual leave of either full working days or half working days.
- You must take your annual leave before your first leave cycle is complete (after the first year of employment) to ensure that you do not lose your unclaimed leave.
- When your employment ends, Human Resources (HR) will pay out your available unclaimed leave to you.

1.2 Sick Leave

- You are entitled to a maximum of eight (8) months' sick leave during every uninterrupted period of three (3) years of employment.

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- That amounts to one-hundred-and-twenty (120) days for three (3) years or forty (40) days per year.

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- b) SU calculates sick leave according to calendar days and not working days. Thus, sick leave from a Friday until the following Monday would amount to a total of four (4) days.

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- c) SU does not require you to provide a medical certificate for sick leave of two (2) or less calendar days. You must, however, provide an accredited medical certificate for sick leave of more than two (2) calendar days.

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- d) If you need to take sick leave for longer periods:

- You will receive your full salary only for the first four (4) months. For the next four (4) months, you will receive half the pensionable amount¹ of your cost of employment (COE)². Therefore, from the fifth (5th) to the eight (8th) month, you will only receive any remaining funds once SU has deducted your benefits from half of your pensionable amount.

EXAMPLE		
Monthly <u>cost of employment</u> (COE)	Monthly <u>pensionable amount</u> : (75% of COE)	Half of your <u>monthly pensionable amount</u>
R8 333.32	R6 250.00	R3 125.00 $\left(\frac{R6\ 250.00}{2}\right)$

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You are required to provide an accredited medical certificate. ¶

- e) You cannot accumulate sick leave.

1.3 Parental Leave

1.3.1 Maternity Leave

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- a) If you are a permanent female employee, you are entitled to three (3) months' maternity leave at full cost of employment (COE) for **three (3) pregnancies**, or **nine (9) months** in total. However, you are entitled to plan your (9) nine months' leave according to your individual requirements.

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¹ Pensionable amount is the amount that SU uses to calculate your pension fund contribution (75% of your COE).

² Cost of employment (COE) is your actual salary and benefits that SU pays per year.

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For example you can take four (4) months' paid maternity leave for two (2) pregnancies. Or you can take three (3) months' paid maternity leave for three (3) pregnancies and take one month annual leave or unpaid leave for each pregnancy.

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b) When you plan your maternity leave, it is important that you remember you **may only** return to work **after a period of six (6) weeks after giving birth**. This is a condition stated in the **Basic Conditions of Employment Act (BCEA)**.³ However, if an accredited medical professional confirms that you are fit to resume your duties earlier, you are welcome to do so.

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- This is also applicable when you adopt a child **who is** younger than **six (6) months old**.

This leave is **made available on the condition that you follow the following requirements:**

a) SU kindly requests that you provide an accredited medical notification that indicates your expected delivery date at least **four (4) weeks** before the start of your maternity leave, or as soon as is reasonably possible.

b) SU may **ask** that you **start your maternity leave one (1) month** before your expected delivery date.

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c) If you are not able to restart your duties after your maternity leave ends, you **must** consult with your department or divisional head in order to consider the following options available to you:

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- You are entitled to take your available annual leave.
- **You** can take unpaid leave if your annual leave is exhausted.
- If you need to take leave for health reasons, you **must** apply for sick leave, and you would have to provide an accredited medical certificate.

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If you take unpaid leave, you can claim the maternity benefit for the period that you do not earn a salary from the **Unemployment Insurance Fund (UIF)**.⁴

d) If you suffer a miscarriage during the last three (3) months of pregnancy, or if you give birth to a stillborn baby, you are entitled to maternity leave of six (6) weeks thereafter.

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³ The **Basic Conditions of Employment Act (BCEA)** regulates the basic conditions of employment in South Africa.

⁴ The **Unemployment Insurance Fund (UIF)** provides short-term relief to workers when they become unemployed or are unable to work because of maternity or adoption leave or illness.

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e) SU requires you to continue to work at the University for an uninterrupted period of **one (1)** year after you had been on maternity leave. If your employment ends before that one (1) year period finishes, you must refund SU for the outstanding time period. If you do not fulfil these terms, SU has the right to claim any outstanding funds from you.

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1.3.2 Paternity Leave

a) You are entitled to **three (3)** days' leave for the birth of your child.

b) If you and your spouse are both SU employees and she has given birth:

- You are entitled to **share** the maternity benefit with your spouse as paternity leave.
- You are only allowed to use this benefit from **six (6)** weeks after your spouse gave birth.
- You can only take up this benefit earlier if an accredited medical professional has confirmed that your spouse is fit to resume her duties earlier than six (6) weeks after she gave birth.

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c) If you have adopted (or are adopting) a child younger than six (6) months old, you are entitled to share the parental leave benefit with your spouse. You may use this benefit if you fulfil the above-mentioned requirements.

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1.4 Family Responsibility Leave

You are entitled to the following number of days for family responsibility leave:

<u>Days granted by SU</u>	<u>Working days per year</u>	<u>Working days for every three (3) years</u>
<u>Basic Conditions of Employment Act (BCEA)</u>	<u>3</u>	<u>9</u>
<u>Additional days granted by SU</u>	<u>4.7</u>	<u>14</u>
<u>Total days granted by SU</u>	<u>7.7</u>	<u>23</u>

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a) According to the Basic Conditions of Employment Act (BCEA), you are entitled to **family responsibility leave** in the following instances:

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- illness of your child;
- serious illness of your spouse; or
- the death of your spouse, parent, parent-in-law, adoptive parent, grandparent, child, grandchild, sibling, or family member.

You can take this leave for a portion of a day or for one (1) or more full days.

- SU may request confirmation such as a medical or death certificate in order to approve your family responsibility leave.
- You cannot accumulate family responsibility leave.

1.5 Study Leave

1.5.1 Study leave granted at intervals

You are allowed to take a maximum of twenty-four (24) working days of study leave per year. This is based on the conditions as mentioned below.

- You may only enrol for courses deemed by SU to increase your competence within your work environment.
- When SU grants you a study opportunity, you and your head of division will determine the conditions of your progress.
 - SU will regard this benefit as study leave if your progress is acceptable.
 - However, if your progress is not acceptable, SU will deduct the leave from your annual leave.

- Conditions that apply to study leave that you can take at intervals.

These conditions include the maximum of twenty-four (24) days of study leave.

- You are entitled to two (2) working days per examination session in order to prepare for and write the examination.
- You are allowed to attend lectures, tutorials and practicals at SU. This includes the full length of these sessions. It also includes breaks between periods as well as an additional, twenty (20) minutes.
- You may attend a maximum of three (3) lectures per week.
- SU will deduct travelling time for attending classes outside Stellenbosch from your annual leave.

1.5.2 Uninterrupted study leave

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This benefit pertains to you if SU requires you to obtain a particular qualification such as a **doctorate**.

SU may grant you a **once-off** study opportunity of **one (1) year** if you fulfill the following requirements:

- a) You must hold a permanent appointment and you must have been in SU's employment for no less than **two (2) years**.
- b) You must perform your duties well.
- c) You must continue to work at SU for no less than two (2) years after your study opportunity has **ended**.
 - If your employment ends before **you have worked back** the two (2) years, **SU will deduct** the outstanding time from your annual leave.
- d) **SU may grant you** study leave for one (1) year or two-hundred-and-fifty (250) working days.
 - However, if your study opportunity takes longer than one (1) year or two-hundred-and-fifty (250) days, **SU will deduct** those additional days from your available annual leave. If your available annual leave is not sufficient, **SU will deduct** it from your next leave cycle (leave that you are yet to accumulate).

1.6 Research Leave

If **SU** requires you to do research, you may **receive** research leave of a maximum of **thirty (30) working days** after every one (1) year of uninterrupted service.

You must fulfil the following requirements in order to qualify for this benefit:

- **SU may allow you** a maximum of two-hundred-and-fifty (250) working days.
- You **must have performed well** as a researcher during the previous three (3) to five (5) years (**i.e. in accordance with the requirements of your faculty and as approved by the Executive Committee of Senate**).
 - You will thus not qualify for this benefit if you did not do research previously.
- If your research performance is excellent, **SU may grant you** additional special research leave of up to thirty (30) working days.

⁵The Senate is responsible for the University's academic programmes, the acquisition of qualifications and academic staff. The ten faculty boards, each chaired by the dean, are the committees of the Senate.

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- Your department chair, as well as your dean, has to recommend this additional allocation.
- The Senior Director: Research will establish your merits and verify that the allowance will be to SU's benefit before s/he approves such an allocation.

- You must take research leave in segments of at least one (1) month. You must ensure that you do not interrupt the daily activities of your department or division when you plan your research leave.
- If you obtain a research opportunity, SU requires you to continue to work for the University for no less than the amount of time off that you received.
 - If your employment ends before you have worked the required period of time, SU will deduct the outstanding time from your annual leave.

1.7 Leave of Absence

- SU may grant you leave of absence for a maximum of **fifteen (15) working days** every time you attend officially recognised SU gatherings. This includes conferences, meetings, workshops, short courses, teambuilding, etc.
 - If the period exceeds fifteen (15) working days, SU will deduct the additional days from your annual leave.
- SU allows you one (1) working day every time you move house.
- If you are summoned to appear as a witness in court proceedings, SU allows the number of days that you need to be present in court.
 - SU requires that you provide a copy of the summons.
- SU may allow you leave to perform your duties somewhere else after you have consulted with your environmental head/head of department (HOD) or dean.

1.8 Unpaid Leave

- SU may allow you unpaid leave only after your annual leave is exhausted. While you are on unpaid leave, SU will use twenty-five percent (25%) of your pensionable amount of your cost of employment (COE) to pay your benefits, such as your pension fund and medical aid. You will only receive any remaining funds once SU has deducted your benefits from twenty-five percent (25%) of your pensionable amount.

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EXAMPLE		
Cost of employment (COE)	Pensionable amount	25% of pensionable amount
R100 000	R75 000	R18 750

- When you return from unpaid leave, SU requires you to continue to work at the Univeristy for twenty-five percent (25%) of the time that you were on unpaid leave.
- b) If you qualify for a research opportunity while you are on unpaid leave, SU will regard the period of said research opportunity as research leave. SU will still deem the rest of your time off as unpaid leave.
- c) You will not accumulate any annual leave when you are on unpaid leave.

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