



Redesigned Benefits Policy (DV0406 3.3)

1. Leave

1.1 Annual Leave

Your leave cycle begins on the date when your employment starts, and ends with the same date of the following year. Therefore, your annual leave increases regularly, meaning that your 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, the leave that you accumulate would be a total of 25 working days on 1 January 2019.

Annual leave is allocated according to the following categories:

Post level	Number of Days
1 – 8	30
9 – 11	25
12 – 19	20

- You may take annual leave either of full working days or half working days.
- You must take your annual leave before your 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

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

- That would come to one-hundred-and-twenty (120) days for three (3) years or forty (40) days per year.
- b) Sick leave is calculated according to calendar days and not working days. Thus, sick leave from a Friday until the following Monday would come to a total of four (4) days.
- c) SU requires that you provide an accredited medical certificate for sick leave of more than **two (2)** calendar days.
- 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 (5) to the eight (8) month you will only receive any remaining funds once your benefits has been deducted from half of your pensionable amount.

EXAMPLE		
Monthly Cost of Employment (COE)	Monthly Pensionable Amount: (75% of COE)	Half of your Monthly Pensionable amount
R8 333.32	R6 250.00	R3 125 .00 $\left(\frac{R6\ 250.00}{2}\right)$

- You are required to provide an accredited medical certificate.
- e) You cannot accumulate sick leave.

1.3 Parental Leave

1.3.1 Maternity Leave

- 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**

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.

(9) months in total. However, you are entitled to plan your (9) nine months' entitlement according to your individual requirements.

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.

- b) When you plan your maternity leave it is important that you remember you are not allowed to return to work within **six (6)** weeks after you have given birth. This is a condition stated in the [Basic Conditions of Employment Act \(BCEA\)](#).³ However, if an accredited medical professional has confirmed that you are fit to resume your duties earlier, you are welcome to do so.
- This is also applicable when you adopt a child younger than **six (6)** months.

This leave is on condition that you follow these 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 only one (1) month before your expected delivery date.
- 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 that are available to you:
- You are entitled to take your available annual leave.
 - Or 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.

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, the BCEA states that you are entitled to maternity leave of six (6) weeks thereafter.

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, adoption leave, or illness.

- e) SU requires that you continue to work at the University uninterrupted for **one (1)** year after you were on maternity leave. If your employment ends before that one (1) year period finishes, you will be responsible to 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.
- f) You will not accumulate any annual leave while you are on maternity leave.

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 allowed to use this benefit only six (6) weeks after your spouse has given 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 has given birth.
- c) If you have adopted (are adopting) a child younger than six (6) months, you are entitled to share the parental leave benefit with your spouse. You can use this benefit if you fulfil the above-mentioned requirements.

1.4 Family Responsibility Leave

You are entitled to the following number of days for Family Responsibility Leave:

	Working Days per Year	Working Days for every Three (3) Years
Entitlement as per the BCEA	3	9
Additional Days granted by SU	4.7	14
TOTAL	7.7	23

a) According to the BCEA you are entitled to family responsibility leave in the following instances:

- Illness of your child.
- Serious illness of your spouse.
- The death of your spouse, parent, parent-in-law, adoptive parent, grandparent, child, grandchild, sibling, or family member.

This leave can be taken for a portion of a day or for one (1) or more full days.

b) SU may request confirmation such as a medical or death certificate in order to approve your family responsibility leave.

c) You cannot accumulate family responsibility leave.

1.5 Study Leave

1.5.1 Study Leave granted at intervals

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

a) You may enrol only for courses that are deemed to increase your competence within your work environment.

b) When you are granted a study opportunity you and your head of division will determine the conditions of your progress.

- If your progress is deemed to be acceptable, this benefit will be regarded as study leave.
- However, if your progress is not acceptable the time off will be deducted from your annual leave.

c) Conditions that apply to study leave taken at intervals.

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

- **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 twenty (20) minutes.
- You may attend a maximum of **three (3)** lectures per week.
- The time that you travel to attend classes outside of Stellenbosch will be taken from your annual leave.

1.5.2 Uninterrupted Study Leave

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

You may be granted 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 been completed.
 - If your employment ends before working the two (2) years in return, the outstanding time off will be deducted from your annual leave.
- d) You may be granted 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, those additional days will be deducted from your available annual leave. If your available annual leave is not sufficient, it will be deducted from your next leave cycle (leave that you are yet to accumulate).

1.6 Research Leave

If you are required to do research, you may be granted 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:

- a) You may be allowed a maximum of two-hundred-and fifty (250) working days.

- b) Your performance as a researcher must have been acceptable during the previous three (3) to five (5) years. This is according to the requirements of your faculty and as approved by the [Executive Committee of Senate](#).⁵
- You will thus not qualify for this benefit if you did not do research previously.
- c) If your research performance is excellent, an additional allocation of special research leave of up to thirty (30) working days may be granted to you.
- Your department chair, as well as your dean, has to recommend this additional allocation.
 - The Senior Director: Research will establish your merits and verify if the allowance will be to SU's benefit before s/he approves such an allocation.
- d) 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 planning your research leave.
- e) If a research opportunity is granted to you, SU requires that you continue to work for the University for no less than the amount of time off that was granted to you.
- If your employment ends before working the required period of time, SU will deduct the outstanding time from your annual leave.

1.7 Leave of Absence

- a) You may be granted leave of absence for a maximum of **fifteen (15) working days** every time that you attend gatherings such as conferences and meetings officially recognised by SU.
- If the period exceeds fifteen (15) working days, the additional days will then be deducted from your annual leave.
- b) You are allowed one (1) working day every time you move house.
- c) If you are subpoenaed to appear as a witness in court proceedings, you will be allowed the number of days that your presence in court is needed. SU requires that you provide a copy of the subpoena.
- d) You may be allowed leave to perform your duties somewhere else after consultation with your environmental head or dean.

⁵[The 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.

1.8 Unpaid Leave

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

EXAMPLE		
Cost of Employment (COE)	Pensionable Amount	25% of Pensionable Amount
R100 000	R75 000	R18 750

- You are required to remain working at SU 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, the period of said research opportunity will be regarded as research leave. The rest of your time off will still be deemed as unpaid leave.
- c) You will not accumulate any annual leave when you are on unpaid leave.