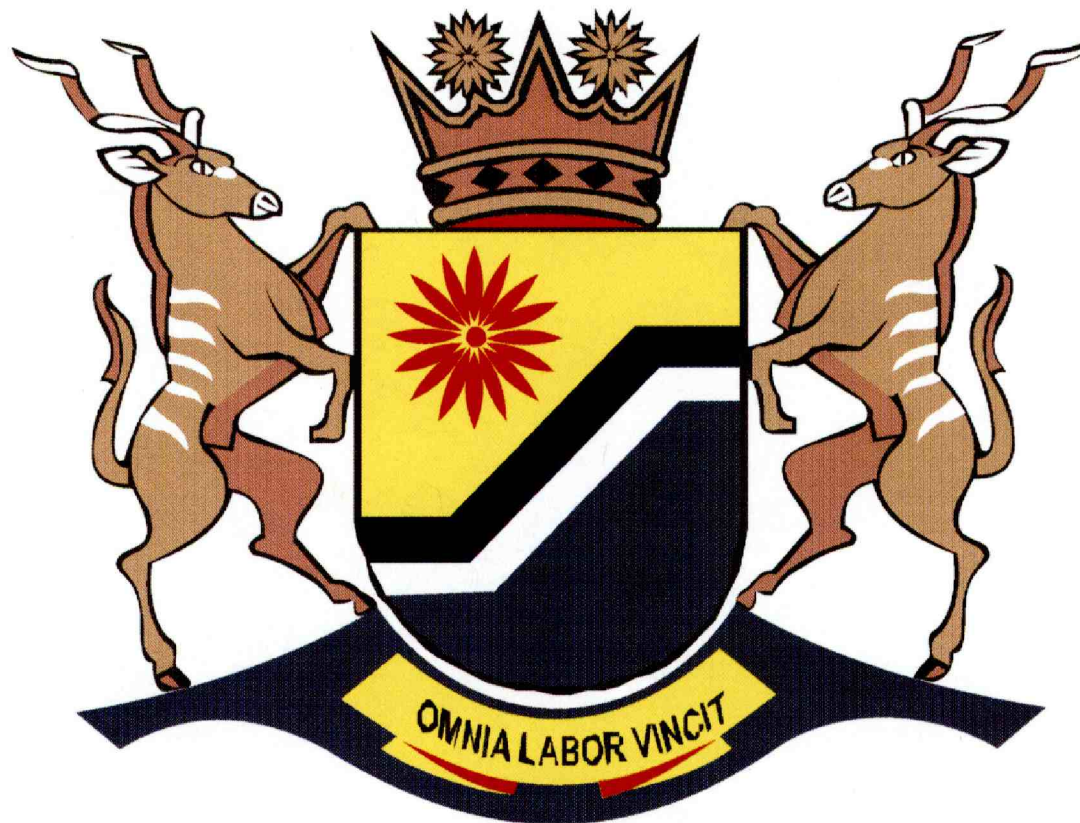


# Mpumalanga Provincial Government



## Department of Public, Works Roads and Transport

### SPECIAL LEAVE POLICY

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Issue: .....1.0  
Responsible Section.....Human Resource Practices and Administration  
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## DEFINITIONS OF TERMS

<b>Casual employees</b>	means a person employed on a day to day basis who is paid a daily wage and who does not work more than 24 hours a month.
<b>Contract worker</b>	means a person employed on a fixed term contract.
<b>Employer</b>	means the Department of Public Works, Roads and Transport.
<b>Head of Department</b>	means the Head of Department of Public Works, Roads and Transport
<b>Leave Determination</b>	means the determination on leave of absence in the Public Service made by the Minister of Public Service and Administration
<b>Permanent employee</b>	means an employee who is employed permanently working for a minimum of 40 hours per week.
<b>Special leave</b>	is a leave that is granted for a specific occasion by the accounting officer, or his or her delegated authority.
<b>Study leave</b>	is a leave that is granted for a preparation of study for an examination with a recognized institution.
<b>Temporary employee</b>	means an employee appointed temporary, and on a probation period.
<b>Writing examination</b>	is a leave that is granted when an employee sits for examination.



## **1. INTRODUCTION**

The special leave policy shall define the circumstances and conditions under which special leave is granted, and as far as possible, events for which employees shall be granted special leave.

## **2. OBJECTIVES**

The objectives are to:

- 2.1. Regulate the granting of special leave
- 2.2. Guide managers on when and who shall be granted special leave.
- 2.3. Ensure effective monitoring and responsible considerations of special leave requests.
- 2.4. Standardized the granting of special leave to the employees.
- 2.5. Guide managers on fair administrative practice relating to special leave.

## **3. REGULATORY FRAMEWORK**

- 3.1. Public Service Regulations of 2001;
- 3.2. Public Service Act No. 103 of 1994;
- 3.3. Public Service Coordinating Bargaining Council, Resolution 7 of 2000;
- 3.4. Public Finance Management Act, No.1 of 1999;
- 3.5. The Basic Conditions of Employment Act No.75 of 1995;
- 3.6. The Determination on Leave of Absence in the Public Service;
- 3.7. National Policy on Incapacity Leave and ill-health Retirement;
- 3.8. Departmental Bursary policy;
- 3.9. Departmental Sports policy;

## **4. SCOPE OF APPLICATION**

The policy shall be applicable to:

- 4.1. All the employees of the department; permanent and temporary, fixed term contract and casual employees.

## **5. POLICY STATEMENT**

Special leave with full pay shall be granted to an employee on the following categories;

**5.1. APPEARANCE IN COURT**

5.1.1. If an employee has to appear in a court of law.

**5.2. ATTENDANCE OF SPECIAL MEDICAL THERAPY**

A special leave shall be granted if an employee has to attend a special medical therapy on the following with a recommendation from a registered medical doctor to a maximum of a certain period as stipulated below:

5.2.1. Physiotherapy exercises.

5.2.2. Blindness, he / she must attend a recognized orientation course for the blind; a proof from a registered medical practitioner shall be attached.

5.2.3. Workplace violence and trauma - a maximum of two weeks shall be given for an employee who experienced trauma to attend therapy.

5.2.4. Substance abuse - a maximum of three months shall be given for an employee for treatment of substance abuse. In a case of relapse an employee shall be given a second chance. If further treatment is required the Department shall no longer grant an employee with a special leave.

5.2.5. Rehabilitation (employee who suffers social ills like alcohol or drug abuse, or economic problems). The provision of granting of special leave days shall be once only, provided the employee cooperates during the rehabilitation process. Failing which, the employee shall have to use his or her annual leave days.

5.2.6. Treatment of stress, post traumatic stress, depression and mental problem - an employee who requires admission in a treatment centre shall be given a period of one month. The employee shall be given a second chance in a case of relapse and if further treatment is required the Department shall no longer grant an employee special leave.

**5.3. ATTENDING AN INTERVIEW**

5.3.1. If an employee has to attend an interview within the public service, he or she qualifies for special leave on the day.

5.3.2. An employee shall produce an invitation letter as a proof from the interviewing department.

**5.4. STUDY LEAVE**



An employee shall be granted two days special leave with full pay for each examination day, that is, a day before the examination and a day of the examination. The provision shall also apply to all examinations. Special leave with full pay may only be granted for bona fide final examination and not for class tests, semesters or test to qualify for examination, etc. The examination timetable shall always be attached on the application for special leave.

#### **5.4.1. PART TIME STUDY**

5.4.1.1. For part time study special leave shall be granted if the employee has registered to study for a course that is relevant to his or her field of work for capacity building. Supervisor shall recommend part-time study and approval shall be granted by the Head of Department. Special leave shall be granted on the following type of study:

- ❖ Attendance of lectures during official hours.
- ❖ Attendance of block classes.
- ❖ Consultations for employees doing a research, thesis and dissertation

5.4.1.2. An employee shall provide an official timetable or confirmation letter from the institution to the supervisor to make proper arrangements for part time study.

5.4.1.3. Days and periods in which the official attends lectures and block classes shall be recorded and noted in a register for proper management and how to recover for time lost.

5.4.1.4. Where an employee attends lectures and block classes, and he/she does not return to work; disciplinary measures shall be taken against that employee.

#### **5.4.2. FULL TIME STUDY**

5.4.2.1. Full time study special leave shall be granted upon request provided that the programme or study course is not accessible on a part-time basis.

5.4.2.2. Supervisor shall recommend full-time study and approval shall be granted by the Head of Department on the type of study.

5.4.2.3. The special leave for this purpose shall be granted on condition that the proposed qualification would be directly appropriate to the individual's unit job content.

5.4.2.4. Application for such leave shall be submitted three months before the intended date of study.

5.4.2.5. Special leave shall be granted on the following type of study:

- ❖ Full time study at a recognized educational institution within the Republic of South Africa or outside the country.
- ❖ Special studies (including a study tour) abroad.



- ❖ Study in a direction that requires the performance of a practical work for a period of a year.

5.4.2.6. Practical work required as a prerequisite for registration in a particular profession.

5.4.2.7. A bursary holder, who undertakes full time study, shall commence serving the department after she or he has met all the requirements for the attainment of the relevant qualification.

## **5.5. SPORT PURPOSES**

Special leave with full pay shall be granted to an employee who:

5.5.1. Accompany a foreign national team visiting the country, as a representative of the South African sports association that is organizing the event.

5.5.2. Represent the country or province, as a competitor, a referee, coach or manager at international sports events within or outside the country.

5.5.3. If he or she is selected by the National or Provincial sports association to take part in such sport events.

## **5.6. RESETTLEMENT / RELOCATION.**

An employee shall be granted two days special leave with full pay when relocating due to a transfer in the Public Service.

## **5.7. OFFICE BEARERS OR SHOP STEWARD OF A RECOGNIZED ORGANIZED LABOUR.**

5.7.1. Office bearers or shop steward of recognized employee organizations shall receive up to 10 working days paid leave per annum for activities related to their position in the union.

5.7.2. All application for this type of leave shall be submitted in writing together with supporting documentation with the days being specified.

## **5.8. ADMINISTRATION OF GRANTING OF SPECIAL LEAVE**

- 5.8.1. It is the responsibility of an employee to adhere and comply with the requirements stipulated in the policy, and to always attach the required documents as proof when applying for a special leave.
- 5.8.2. Supervisors shall ensure that the application for special leave is substantiated with the required documentary proof for recommendation and approval.
- 5.8.3. Application for special leave should be made in time, so that approval is obtained in time from the relevant authority.
- 5.8.4. No employee shall go on leave before approval of the application for special leave is obtained.

## 6. ROLES AND RESPONSIBILITIES

- 6.1. The Head of Department shall be accountable to grant approval of special leave with full pay.
- 6.2. Supervisors shall be responsible to ensure compliance to the policy when recommending or approving the granting of special leave.
- 6.3. The employee shall apply for special leave in time with the necessary documentation proof attached.
- 6.4. Human Resource Management shall always capture the leave days on the persal system for proper records.

## 7. MONITORING AND EVALUATION

The Human Resource Practices and Administration shall monitor and evaluate the implementation of the policy in all the regions.

## 8. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organizational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as outcomes of monitoring and evaluation.

## 9. APPROVAL

Approved

  
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**KM MOHLASEDI**  
**HEAD OF DEPARTMENT**

DATE: \_\_\_\_\_

2012/3/27