

CENTRAL KAROO DISTRICT MUNICIPALITY

UNPAID LEAVE POLICY

(Noted by Corporate & Social Services Committee of 12 May 2009)

IMPORTANT NOTE: - This is not a statutory requirement, but requests for unpaid leave are a common workplace occurrence. It is wise to formulate a Policy on unpaid leave.

At the sole discretion of the District Municipality unpaid leave may be granted where exceptional circumstances exist, and must be authorised by the Municipal Manager or his/her assignee, subject to the following conditions:

1. Unpaid leave will only be granted only when all available vacation and/or sick leave has been exhausted.
2. In the case of protracted illness, unpaid leave will only be considered once:
 - the sick leave entitlement has been exhausted.
 - all accumulated annual leave has been taken.
3. Factors to be taken in to account when considering whether to grant unpaid leave are:
 - operational requirements
 - the reason for the request;
 - length of service;
 - work performance; and
 - attendance history;
 - period of unpaid leave required
4. The employer's contributions to the Retirement / Pension Fund and Medical Aid Scheme will be maintained provided that the employee will pay over his or her contribution to Financial Services on or before the last working day of the month (also relevant when unpaid maternity leave is taken).
5. Requests for unpaid leave must be in writing on the official Leave Application form which should be authorised by the Head of Department.

(Read in conjunction with the Collective Agreement point 6.7)

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