

Human Resource Bulletin

Tuesday, 5 December 2017

In her State of the organisation, at the National Empowerment Fund (NEF) year-end function held in Morningside last Friday the Chief Executive Office Ms Philisiwe Mthethwa announced the newly revised Leave Policy and urged colleagues to familiarise themselves with the policy.



Ms Philisiwe Mthethwa
Chief Executive Officer

“The Human Resource (HR) department undertook an exercise to review the HR policies of the NEF, and one such policy that had material changes was the annual leave policy. Subsequent to the approval by EXCO,

the policy was tabled at Human Capital Remuneration Committee (HCRC) and Board of Trustees who approved the policy with its amendments. We are pleased to share with colleagues the latest amendments and new categories of leave to the policy and they are as follows”, says Ms Mthethwa.

New leave categories:

- Annual leave
- Long Service leave
- Maternity leave
- Annual Leave Pledge
- Adoption leave
- Moving House leave
- Sport leave

Below is an explanation of what entails each of the categories of leave.

Annual Leave

A permanent employee is entitled to 25 days’ annual leave per annum and **30 days** annual leave for Executives per annum. Leave is earned and accrued on a monthly basis at a rate of 2.083 days for all employees and **2.5** days for Executives

Long Service leave

An employee shall be receive 5 bonus leave days after each completed 5 years’ service which shall accrue once after every 5 years on the date following the completion of the 5 year period. The following rules will apply to these long service leave days:

- they will be forfeited by an employee when they cease to be employees of the NEF and an employee will not receive any leave pay for such days upon such forfeiture;
- rules for accrual and lapsing of leave days contained in this policy shall apply to such leave days (including clause 12.2 below);

The maximum number of days that an employee shall be permitted to accumulate is **35** annual leave days per annum for all employees and **40** for Executives.

Maternity leave

Employees returning from maternity leave will be required to remain in the employ of the NEF for a period of **twelve (12) months**,

failing which they will have to pay back the maternity leave salary on a pro-rated basis.

Annual Leave Pledge

From time to time employees may be requested to pledge their unused annual leave day/s for the purposes of organising their social events and/ or purchase of goods and services as donations for Corporate Social Initiatives (CSI).

Adoption Leave

Adoption leave is an extension of maternity leave that entitles an employee to take leave from the date on which adoption or taking custody has occurred as follows:

- New born baby - 4 months paid leave;
- 1 month old - 3 months paid leave;
- 2 months old - 2 months paid leave;
- 3 months to 24 months old - 1 month paid leave.

The employee must submit proof that the employee's spouse/partner does not qualify for maternity/adoption leave and that the employee will be the primary care taker of the child during the leave



period. It is important to further note that employees do not qualify for adoption leave when the child is over the age of 2 years. It is mandatory that the employee must advise the line manager of the adoption or custody process when it becomes known. Certified copies of the legal documents confirming the adoption or taking custody must be submitted with the leave application.

Moving House Leave

All employees are entitled to one (1) day paid leave for moving house. Such leave must be arranged with the line manager at least five (5) days prior to taking leave. This leave may not be granted

more than once in a 12 month cycle. Proof, in the form of copy of an email advising the HR Department of new address, must be attached to leave application.

Sport Leave

The NEF further allows for sport leave up to one 1 day for a member for to participate in an official sporting event per. It is required for the employee to submit proof of participation from a recognised sporting body before such leave will be granted

Participation in trials for provincial or national events will not qualify for sport leave and such sporting leave must be approved by the CEO.