



Leave Policy

1. Purpose

UBUNTU Group offers its staff members various types of leave in line with the Basic Conditions of Employment Act no 75 of 1995(BCEA).

Annual leave is granted at times mutually agreed between the staff member and her/his line manager consistent with reasonable operational requirements.

From a wellness point of view, staff are encouraged to take their annual leave as it reduces stress and improves quality of work. It is recommended that staff take in excess of at least one week per cycle instead of occasional leave days so that they are well rested upon return to work.

Sick leave is provided in times of illness or injury to ensure that our staff do not have to work while sick.

2. Application

- 2.1 There is an obligation on the staff member to be working in order to be remunerated. Leave is permission, usually from the line manager to be away from work under one of the leave categories contained in this policy.
- 2.2 This policy is applicable to all Management and Staff of UBUNTU Group and its subsidiaries:
 - i. Black Moon Investments (Pty) Ltd
 - ii. Assurity Insurance Brokers (Pty) Ltd
 - iii. Virtusell
 - iv. UBUNTU Concrete Works (Pty) Ltd
- 2.3 This policy does not apply to any individual that has entered into an independent contractor and or Consultancy agreement with UBUNTU Group and its subsidiaries.
- 2.4 The policy does not apply to employees that work less than 24 hours per month.

3. Definitions

- 3.1 **Annual Leave** refers to the number of paid leave days that an employee is entitled to as per the provisions of the Basic Conditions of Employment Act No 75 of 1995 (BCEA)
- 3.2 **Additional Leave** refers to the number of paid leave days granted to the Employee which is in addition to the statutory leave. Additional leave is determined by the Employee's job grade.
- 3.3 **Annual Leave Cycle** refers to the period of 12 months' employment following the Employee's date of engagement or the completion of the Employee's prior annual leave cycle.
- 3.4 **Job Grade** refers to the Employee's job grade under the Group's Job Grading System.

4. General

- 4.1 Leave is managed by line managers and heads of department, who approve leave according to operational requirements and in the interest of staff wellness. In particular, the amount of untaken leave needs to be monitored as this is a liability on company financials.
- 4.2 Proper recording of leave is essential and management and staff must make use of the Leave Application form, Appendix A to this policy to apply for and approve leave. This application must be submitted to HR immediately after approval to allow recording of such leave.
- 4.3 Annual leave may not be taken concurrently with an employee's notice period.
- 4.4 Where a Public Holiday falls within the period of Annual leave, the Public Holiday will not be deducted from the Employee's leave balance unless the Employee would ordinarily work or be scheduled to work on that Public Holiday.
- 4.5 An Employee may not be required to work during their leave period.

5. Annual Statutory Leave

- 5.1 All Employees referred to in 2.2 above are entitled to the minimum Statutory Leave as provisioned for in the BCEA.
- 5.2 Entitlement of Annual Leave for employees are in working days based on a 5-day work week or a 6-day work week.
- 5.3 Employees are entitled to take leave accumulated in an Annual Leave cycle and is encouraged to take at least one week's annual leave per cycle.
- 5.4 Annual leave for 5-day workers is accumulated at 1.25 days per month or 15 days per 12 month leave cycle.
- 5.5 Annual leave for 6-day workers is accumulated at 1.5 days per month or 18 days per 12 month leave cycle.
- 5.6 Annual leave may not accrue beyond the annual entitlement of 15 days or 18 days. Any amount of days in excess of the annual entitlement will be forfeited.

- 5.7 The balance up to a maximum of the annual entitlement of the Employee's Annual leave will be paid to the employee upon termination of service as part of the final salary payment.
- 5.8 Where sick leave is exhausted annual leave may be used subject to Line Management's discretion. A written motivation with Line Managers' support must be supplied as well as a medical certificate.

6. Additional Leave

6.1 Additional leave is accumulated as follows:

Job Grade	Accumulation per Month	Total Days per completed Cycle
D	0,25000	3
E	0,41666	5
F	0,83330	10

6.2 The balance of Additional leave upon termination of service for whatsoever reason will not be paid out to employees and therefore carries no financial value

7. Applying for Annual Leave

- 7.1 A Leave Application form – Annexure A to this policy – must be completed and submitted to the Line Manager at least 2 weeks prior to commencement of leave.
- 7.2 The Application must be authorized by the Line Manager and submitted to HR for processing.
- 7.3 If an application is made less than 2 weeks prior to commencement of leave, the request may be considered at the discretion of the Line Manager, considering Operational capacity and requirements at the time of application. The Company has the right to approve/decline the Annual leave request after consideration of Operational requirements and capacity.
- 7.4 It is the responsibility of the employee to ensure that Leave has been approved before proceeding to take such leave.
- 7.5 Annual leave taken will be deducted from leave category balances in the following order:
 - a. Annual Statutory Leave
 - b. Additional Leave

8. Sick Leave

8.1 Where an Employee is unable to perform their duties/report for duty due to illness and/or injury, the employee may apply for paid Sick Leave.

- 8.2 All Employees referred to in 2.2 above are entitled to 30 days paid Sick Leave in a 36 month Cycle.
- 8.3 During their first 6 months of Employment Employees are entitled to one day sick leave for every 26 days worked.
- 8.4 Where an employee becomes ill during the course of a working day, at whatever time, and is given leave to go home by her/his Line Manager a full day's sick leave must be taken.
- 8.5 Unpaid leave will apply where the employee's absent days due to ill health/injury exceed the number of days available.
- 8.6 All Employees must produce a medical certificate from a registered medical practitioner in respect of any sick leave for periods of more than 2 days or where the employee has been absent more than twice in an eight week cycle. At the discretion of the Line Manager, a medical certificate may be required for all periods of sick leave where there has been an established pattern of absence or suspicion of abuse of sick leave.

9. Applying for Sick Leave

- 9.1 An employee who is absent from work due to illness or injury must contact their Line Manager at the start of their workday to inform them of the reason for their absence and must continue to do so daily until a medical certificate, which specifies the period of absence/sick leave, has been provided
- 9.2 On return to work, the employee must immediately complete the Leave Application form – Annexure A to this policy and submit to their Line Manager, who must sign and submit to HR for processing.

Document Control:

The Company reserves the right to make changes to this policy document as and when required, and will endeavor to provide reasonable notice where changes are applied.			
Policy:	Leave Policy	Version:	Vs1.00
Policy Owner	Human Resources		
Approved by	Exco	S Van Deventer	
Approval Date	Oct 2020		
Published	11.12.2020		