



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557 TEL: (011) 307 2349
KATLEHONG CELL: (073) 262 8287
1431

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Leave for Educators

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 - Employment of Educators Act, 1998, Act 76 Of 1998.

PURPOSE

The Purpose of this Policy is to Provide Educators with Clear Guidelines for their Leave. This Policy Has Been Developed According to the Basic Guidelines of the Regulations Enacted In Terms of the Employment of Educators Act, 1998, Act 76 Of 1998.

NATURE OF LEAVE

Absence from work that is recorded as leave is classified under one or more of the following headings:

- holiday leave
- sick leave
- special sick leave
- special leave for study purposes
- special leave for examination purposes
- special leave for quarantine purposes
- special leave for participation in sports and cultural events
- special leave for urgent private matters
- special maternity leave
- special leave on account of service continuity
- special leave for extraordinary circumstances

GENERAL MEASURES

- Leave for absence is granted with proper consideration of the needs of the employer and the Government Educational Institution.
- Educators who cannot report for duty for whichever reason should inform the school manager regarding such absence before 08h00 of the relevant day. Failure to comply with this requirement can result in the allocation of unpaid leave.
- The prescribed form of the Education Department is to be completed for any type of leave the educator wishes to apply for.

SICK LEAVE

- Sick leave is classified into the following categories:
 - normal sick leave
 - temporary incompetence leave
 - permanent incompetence leave
- In the case of sick leave PILIR applies. An employee who is in his or her normal 36 days sick leave cycle and who has been absent from work more than twice within an 8 week period should regardless of the duration of the sickness, submit a medical certificate after the third period of absence. The educator should submit the completed leave form to the school manager after the absence. The supporting medical certificate should be attached.
- If a medical practitioner declares an educator unfit for work for a period of more than four days, the medical certificate should be submitted to the principal immediately in order for a substitute to be appointed if necessary.
- The medical condition stated on the medical certificate should be understandable for the school manager.

SPECIAL SICK LEAVE

- An educator who is absent from work due to an injury sustained in an accident from and in the course of the execution of his or her duties as educator, or due to a disease that has been contracted in the course of and/or as a result of the execution of his or her duties as an educator, can be granted special sick leave with full salary for the period he or she is not fit to perform his or her official duties.
- Special sick leave is not granted if the injury or sickness can be attributed to misconduct, negligence or failure to take reasonable precautions on the side of the educator.

SPECIAL SICK LEAVE FOR STUDY PURPOSES

- Special leave can be granted to an educator to improve his or her qualifications by means of a study course that has been approved by the Education Department for this purpose provided that:
 - for each day holiday leave with full pay that the educator uses for study purposes, an additional day special leave for study purposes is allocated.
 - if the educator applies for this in writing, 2 days special leave with half pay can be granted for each day holiday leave that is granted.
 - special leave for study purposes is not set off against the educator's leave credit.

SPECIAL LEAVE FOR EXAMINATION PURPOSES

- Special leave with full salary can be granted to an educator for each day on which he or she sits for an examination that has been recognised by the Education Department for that purpose.
- One additional day special leave with full salary can be granted for each examination day, in order to enable him or her to prepare for the examination.

SPECIAL LEAVE FOR PARTICIPATION IN SPORTS AND CULTURAL EVENTS

- With the approval of the Education Department, special leave for participation in sports and cultural events can be granted with full pay, without having the leave set off against the educator's leave credit, when the educator:
 - participates as a contestant, coach or manager in a sports or cultural event outside the borders of the country.
 - represents the country, province or region in an international, national, provincial or regional sports or cultural events in the republic.
 - acts as referee, official, judge or course leader at a sports or cultural event at international level inside or outside the country.
- Applications for this type of leave should be accompanied by supporting documentation.

SPECIAL LEAVE FOR URGENT PRIVATE MATTERS

- A written explanation of the reason should accompany the application for this type of leave. If necessary additional documentation, such as a death certificate, should be submitted.
- As far as possible the application for leave should be submitted before the commencement of the leave.
- Leave should only be granted if the Education Department views such leave as of the utmost urgency.
- The granting of leave is the prerogative of the principal and all applications should be considered on merit.
- This leave is for URGENT matters and should not be abused.

SPECIAL MATERNITY LEAVE

- Special maternity leave may be granted to a female educator.
- A female educator may be granted special maternity leave for a period that starts 30 days before the expected date of birth until 84 days after the birth.
- Application for such leave should be submitted in time in order to allow the principal sufficient opportunity to appoint a substitute.
- The leave date on the application form should be filled in by the principal. The medical practitioner should indicate the expected date of birth clearly on the leave form.

CONCLUSION

- The allocation of leave of absence is subject to approval of the Education Department.
- Except in the case of unexpected sickness or other unavoidable circumstances an educator may not leave his or her work or be absent, unless he or she has applied for leave in writing and received written approval. Failure to comply with this requirement can result in implementation of unpaid for the relevant period.
- The Education Department can at any time with good reason withdraw already granted leave.

