

Leave for Institution-based
Educators and School-based
Public Service Officials

Q&A

*"Every child is
a national asset"*



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Who is an Institution Based Educator?

An institution based educator is an educator who is employed at an education institution and whose normal duties are discontinued during institution closure periods.

Who is an Institution Based Public Service Official?

A staff member based at school who is not an educator, e.g. support staff, administrative staff.

What are the different types of Leave?

- Annual leave entitlement
- Temporary incapacity leave
- Maternity leave
- Leave for occupational injuries and diseases
- Normal sick leave
- Permanent incapacity leave
- Maternity leave
- Adoption leave
- Special leave
 - Family responsibility
 - Personal and professional development
 - Religious Observances
 - Study and examination
 - Urgent personal affairs
 - Quarantine purposes
 - Participating in sporting, cultural and other events

What is the annual leave entitlement for institution based educators?

An institution-based educator will be regarded as being on annual leave during institution closure

periods that are outside of scheduled working time. No leave form is completed for annual leave entitlement.

What is the annual leave entitlement for school-based public service officials?

Public service officials at schools must take at least 22 of the 27 working days annual leave during the period for which a school closes for the holidays. The remaining 5 days may be taken when the institution is in operation. A leave form must be filled for these 5 days. The annual leave entitlement should be regarded as the minimum.

How much sick leave am I allowed?

You are allocated 36 working days sick leave with full pay over a three year cycle. If you are unable to report for duty due to sudden illness, you must immediately notify your supervisor. Unused sick leave days shall lapse at the expiry of the three-year cycle.

When is temporary incapacity leave granted?

If you have exhausted your sick leave days in a three-year cycle and according to the relevant medical practitioner, you require leave due to incapacity that is not permanent, you may be granted additional sick leave with full pay.

What is permanent incapacity leave?

If your level of incapacity has been certified by a competent medical practitioner as permanent you shall, with the approval of the Head of Department, be granted a maximum of 30 working

days paid sick leave, or such additional number of days required by the employer to finalise re-deployment or termination of service due to ill health.

How much maternity leave can I take?

You are entitled to 4 consecutive months of maternity leave with full pay to commence at least 14 days prior to the expected date of birth but not later than the actual date of birth in a case of a premature confinement.

What is adoption leave?

If you adopt a child that is younger than two years old, you qualify for adoption leave to a maximum of 45 working days. If you and your spouse or life partner are employed in the Public Service, both of you qualify for adoption leave provided that the combined leave taken does not exceed 45 working days.

What is leave for occupational injuries and diseases?

If you, as a result of work, suffer occupational injuries or contract an occupational disease, then you may be granted leave for occupational injuries and diseases for the duration of the period for which you cannot work.

What is special leave for quarantine purposes?

Special leave with full pay may be granted to an employee who has been exposed to a medical condition that requires such person to be placed under quarantine.

Am I entitled to any family responsibility leave?

You may be granted 3 working days leave per annual leave cycle if:

- you or your spouse/life partner gives birth; or
- your child, spouse or life partner is sick.

You shall be granted 5 working days leave per annual leave cycle if:

- your child, spouse or life partner dies; or
- your immediate family member dies.

What is Special leave for urgent private affairs?

Only an institution-based educator may, during a scheduled working period, be granted special leave to attend to: an urgent private matter, the nature of which is such that it warrants such an educator's absence from work.

What is special leave for professional and personal development and for religious observances?

Special leave with full pay may be granted to an institution-based educator

- to engage in activities aimed at his or her professional development;
- to engage in activities aimed at his or her personal development where such personal development is also in the interest of the employer; or
- for a religious observance.

The total number of leave days granted to an institution-based educator for professional and

personal development and for religious observances may not exceed 3 working days per annual leave cycle.

What is special leave for study purposes?

Special leave may be granted to an employee for an approved course of study and for a period approved by the employer, on conditions as approved by the employer, including leave with full or partial pay or without pay.

What is special leave for examination purposes?

An employee may be granted special leave for examination purposes with full pay for each day on which such employee sits as a candidate for an examination approved for this purpose by the employer plus one additional day of special leave for study purposes for each such day of examination which may be taken on the working days immediately prior to the days of examination.

What is special leave for participating in sporting, cultural and other events?

Special leave for a period and on conditions approved by the head of a department, in terms of policy of such department, may be granted to an employee for participating in sports, cultural, local council and other relevant activities. Participation for which leave may be granted may include representation of the country, province or other comparable level as an actual participant, referee, adjudicator, course or group leader, or for participating in or attending a relevant conference, meeting or other event approved for this purpose by the employer.

Special leave must be approved by the employer at all times

What happens to the number of leave days if you are transferred and/or promoted?

You retain all your leave credit when you are transferred within a Department or between State departments without a break in service.

How do you apply for leave?

Step 1: *Complete leave form and attach supporting documentation*

- If you take leave unexpectedly, e.g. sick leave, family responsibility leave; complete, date and sign the Leave of Absence Application Form (Z1) in triplicate within 2 days of returning to school.
- If you are aware that you will be taking leave, e.g. annual leave, maternity leave, study leave, etc; complete date and sign the Leave of Absence Application Form (Z1) in triplicate. Allow for a reasonable amount of time so that your supervisor may make the necessary arrangements.
- **Employees** wishing to apply for **Temporary Incapacity Leave**, must complete the application form prescribed in terms of the Policy and Procedure on Incapacity Leave and Ill-health Retirement. Please contact your Personnel Office for further information.

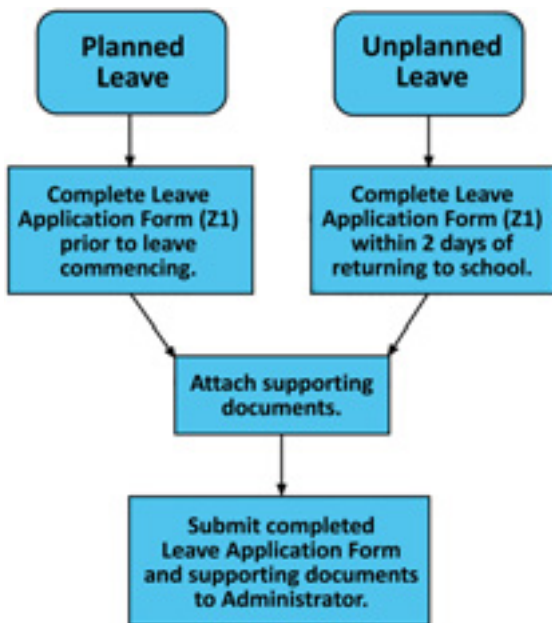
Step 2: *Submit application form*

- Submit the completed Leave of Absence Application form together with the relevant supporting documentation to your school administrator for approval from the school Principal and for recording.

Type of Leave	When to be filled	Supporting documents
Normal sick leave	Within 2 days of return	Medical certificate if 3 or more sick leave days are taken or sick leave taken on more than two occasions within an 8 week period regardless of the duration of sickness or injury.
Occupational injuries and diseases	Within 5 days of the injury/disease	COID forms
Family responsibility leave	Within 2 days of return	Death certificate, medical certificate
Special leave for urgent personal affairs (for institution-based educators only)	Within 2 days of return	Relevant documentation
Maternity leave	Recommended 3 months before scheduled leave	Medical certificate
Special leave for quarantine purposes	Within 2 days of commencement of quarantine	A certificate from a medical practitioner stating the period of quarantine as well as the reasons necessitating such leave.
Adoption leave	Within 6 weeks of adoption	Legal adoption documents

Special leave for professional and personal development and for religious observances (for institution-based educators only)	Within 4 weeks of the event	Any relevant documentation
Special leave for study purposes	2 months before commencement of study	Letter of acceptance from tertiary institution
Special leave for examination purposes	2 weeks before the commencement of the examination	Examination Time Table
Special leave for participating in sporting, cultural and other events	Within 4 weeks of the event	Any relevant documentation
Leave for office bearers or shop stewards of recognised employee organisations	Within 4 weeks of the event	Any relevant documentation

How to apply for Leave



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