

SECTION HR 21

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MATERNITY LEAVE POLICY

1. Maternity Leave Policy

Special leave for confinement purpose may be granted to a female employee subject to the following qualification requirements and restrictions:

1. The employee must be in a permanent capacity with the Municipality;
2. The employee must have completed a qualifying period of service of 12 calendar months continuous service at the Municipality before any provision in this policy may be utilised by such employee;
3. i) A maximum of 84 working days special leave may be granted per confinement;

OR

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- ii) (Three months) paid Maternity Leave with no limits to the number of confinements.
4. i) In the case of female employees who are entitled to the full unemployment insurance benefit of 45% of her current basic salary, the Council shall pay 33% of her current basic salary;

OR

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- ii) (Three months) paid Maternity Leave.
5. A female employee shall retain her normal benefits and normal incremental date for a period of absence due to Maternity Leave;
6. In respect of one statutory adoption of a baby that is 0-3 months old, a maximum of 40 working days paid vacation leave from the physical receipt of the baby may be granted on the same conditions as are contained in Clause 4 hereof.
7. The special leave for confinement purposes must be taken in accordance with the basic Conditions of Employment Act 1997, i.e. at least four weeks before and six weeks after the confinement.
8. An employee who has a miscarriage during the third trimester of pregnancy or bears a still born child is entitled to maternity leave for six weeks after the miscarriage or stillbirth, whether or not the

employee had commenced maternity leave at the time of the miscarriage or stillbirth.

9. Should a female employee not qualify for the benefit in terms of the conditions in Clause 1, she may exercise a choice in respect of the utilization of available vacation leave with full payment or vacation leave without payment.

2. Exercising of Choices

1. All female staff appointments with effect from 1 January 2004 will be subject to amended Clauses 3(ii) and 4(ii).
2. The amended Clauses 3(ii) and 4(ii) will be optional in respect of female staff appointed prior to 1 January 2004.
3. The option referred to in (2) above will be phased out by 31 December 2006 where after all female staff appointed prior to 1 January 2004 will be subject to amended clauses 3(ii) and 4(ii).
4. In addition the employee will be required to work back the period of maternity leave referred to in 3(ii) and 4(ii) failing which the employer shall be entitled to recover the amounts of remuneration paid to the employee during the relevant period of maternity leave.