

**SECTION HR 22**

**AMAHLATHI**  
**MUNICIPALITY**

**LONG SERVICE**

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## SECTION HR 22

### LONG SERVICE ALLOWANCE POLICY

#### 1. Long Service Allowance Policy

The Council hereby approves the payment of the following special allowances to employees in recognition of a period(s) of continuous long service with the Council:

- a) The payment of an amount to an employee of the Council equivalent to the remuneration of such employee for the consecutive days or working days as indicated in Column 2 after completion of continuous service with the Municipality for the period as indicated in Column 1.

Column 1	Column 2	
Continuous Period of Service with Municipality	Consecutive Calendar days Vacation Leave	Working Days Vacation Leave
After 10 years	14 Consecutive days	10 Working days
After 15 years	28 Consecutive days	20 Working days
After 20 years	42 Consecutive days	30 Working days
After 25 years	42 Consecutive days	30 Working days
After 30 years	42 Consecutive days	30 Working days
After 35 years	42 Consecutive days	30 Working days
After 40 years	42 Consecutive days	30 Working days
After 45 years	42 Consecutive days	30 Working days

- b) Where an employee receives consecutive calendar days vacation leave or working days vacation leave for long service, recognition will be calculated with the aid of the following formula:

i) Calendar Days Vacation Leave

Annual Salary ÷ 365 x number of days = Cash Amount Payable

ii) Working Days Vacation Leave

Annual Salary ÷ 252 x number of days = Cash Amount Payable

- c) The consecutive days and working days as referred to in b (i) and (ii) above shall not be permitted to be added to any existing accumulated leave but must be either taken or converted into cash during the respective financial year.

- d) The allowance payable to an employee in terms of this policy shall be taxable.
- e) The first allowance shall be payable to an employee upon completion of 10 years of continuous service with the Municipality and thereafter at intervals of 5 years up to and including 45 years.
- f) An employee shall not for the purpose of this policy be granted recognition for any period of employment with any other Municipality.
- g) For the purpose of this policy, “any other Municipality” referred to in Clause (f) excludes a former Municipality which now forms an Administrative Unit of the Municipality.