

**SECTION HR 33**

**AMAHLATHI**  
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## **SECTION HR 33**

### **ACTING ALLOWANCE POLICY**

When an employee is required by resolution of the Council to undertake all the duties and responsibilities attached to a higher post for a period of at least 15 consecutive working days, an acting allowance equal to the difference between his/her salary and the commencing notch of the salary notch of the post in respect of which he acts shall be paid to such employee in addition to his/her salary in respect of the period in which he/she acts; provided that the Council may pay an acting allowance in respect of any shorter period.

Where an employee acts in the position of an employee who is in receipt of an all-inclusive salary, the proportion of such salary which represents that employee's basic salary shall be used for the purpose of calculating the acting allowance.

Where the employee who acts and the employee in respect of whom acting duties are performed by the former employee are in receipt of fixed salaries, the acting allowance shall be calculated on the basis of the difference between the two fixed salaries.

The powers of the Council in terms of this policy may be delegated to the Municipal Manager subject to such terms and conditions as the Council may determine including the right of the Municipal Manager to sub-delegate.

The acting allowance payable to an employee in terms of this policy shall be fully taxable, be included in the monthly salary of the acting employee and be paid on the pay day of the month following the conclusion of the action period.

A special adhoc payment of an acting allowance shall not be made to an employee acting in terms of this policy on the date the employee ceases to act in a higher position.

Before an acting allowance is paid to an employee in terms of this policy, the relevant head of Department shall certify that the employee concerned performed all the duties of the employee in respect of whom he/she acted satisfactorily and such certificate shall be filed in the personnel file of the employee who acts in terms of this policy.