

**SECTION HR 43**

**AM AHLATHI**  
**MUNICIPALITY**

**UNPAID LEAVE**

**POLICY**

## **Unpaid leave policy**

At the sole discretion of the Council, unpaid leave may be granted where exceptional circumstances exist, and must be authorised by management subject to the following conditions.

1. Unpaid leave will only be granted once all accumulated annual leave has been taken.
2. In the case of protracted illness, unpaid leave for not more than 250 working days will only be considered once:
  - the sick leave entitled has been exhausted
  - all accumulated annual leave has been takenIn such cases, the employee will be entitled to approach the UIF to claim ill-health benefits.
3. Factors to be taken into account when considering whether to grant unpaid leave are:
  - the reason for the request;
  - length of service;
  - work performance;
  - attendance history; and
  - attitude towards the company (apply caution when applying this factor)
4. The employee, for the duration of unpaid leave, must maintain the employee and employer's contribution to the Retirement Fund and Medical Aid Scheme for extended periods of unpaid leave. These payments must be made in advance.
5. Application for unpaid leave must be made in writing on the company's leave application form, which should be authorised by the department head. Once authorised, the original leave application must be sent to the payroll office for processing and then filed in the employee's personal file and the duplicate returned to the employee.
6. Leave application forms may be obtained from the Personnel Office.