

**SECTION HR 44**

**AM AHLATHI**  
**MUNICIPALITY**

**SPECIAL LEAVE**  
**POLICY**

## **Special leave policy**

On condition that acceptable documentary proof is submitted to substantiate the specific application, special leave may be considered in the following instances:

1. To study for and/or write examinations set by a recognised training and educational institution.
2. To participate in recognised sport activities at provincial or national level.
3. To receive military training.
4. To appear as a State witness
5. To relocate or transfer to a new location

### **1. To study for and/or write examinations**

Study and examination leave shall only be granted if the study has been cleared with the relevant Department Head, is relevant to the employee's current line of work or is in line with the employee's career development plan and proof in the form a formal timetable and course registration certificates is supplied with the application.

One day's special leave is granted for every day on which an examination is written. If the preceding day is a working day two day's study leave is also granted. A maximum of 12 working day's study/examination leave may be granted per annum.

In the case of approved post graduate examination three days' study leave may be granted per subject up to a maximum of 12 working days per annum.

No study leave is granted in respect of re-examinations.

### **2. To participate in recognised extramural activities at provincial or national level**

Where an employee has been selected to present his/her province or the Republic of South Africa.

As a member of sports team recognised by the National Sports Congress;  
As a member or coach of such team; or  
As a referee,  
Special paid leave may be granted upon submission of substantiated proof.

For international participation- up to 3 working days per annum. In the event that there are special circumstances, an application will be made to the Council

For provincial competitions – up to 10 working days per annum  
If extended special leave is required, normal annual leave must be taken.  
If an employee has no annual leave to him/her credit, management may consider unpaid leave for a maximum period of 14 working days.

**3. To appear as a State witness**

Where an employee has been summonsed to appear as a State witness in a court case, special leave may be considered. The application for leave must be accompanied by a copy of the official summons/subpoena

**4. To relocate in a new environment**

Where an employee has been transferred by the Municipality, he/she may be granted up to five working days a paid special leave to attend to accommodation and other personal arrangements. Normal leave application procedures apply.