



## Benefits Policy

(Definitions for certain terms in the text are provided at the end of the document.)

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| Reference number of this document   | DV0440   |
| HEMIS classification  |  |
| Aim   | To set out the benefits that applicable to fixed-term contract (FTC) University employees who are appointed for longer than three months and shorter than a year |
| Type of document  | Policy   |
| Accessibility   | General (external and internal)  |
| Implementation date   | 15 April 2024  |
| Review date/frequency   | As the need for amendments arises  |
| Previous reviews  | 1 January 2022   |
| Owner of this policy  | Vice-Rector: Social Impact, Transformation and Personnel   |
| Institutional functionary (curator) responsible for this policy   | Chief Director: Human Resources  |
| Date of approval  | 15 April 2024  |
| Approved by   | SU Council   |
| Keywords  | benefits, leave, study opportunity   |
| <p><b>The core of the policy</b></p> <p>Sets out the details of the benefits available to fixed-term contract employees of Stellenbosch University (SU) who are appointed for longer than three months and shorter than a year.</p> |  |

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## 1. Leave

All leave must be applied for and captured timeously in the manner prescribed by HR management. No leave may be taken before it has been approved, except where circumstances do not allow this.

### 1.1. Annual leave

Employees may receive a maximum of fifteen (15) working days' annual leave per annum. This is subject to the following further provisions:

- a) A full-time employee will accrue annual leave at a rate of 1¼ day per month, and a part-time employee at an equivalent pro-rata rate.
- b) The leave credit in a particular leave cycle increases pro rata over time to reach the maximum at the end of the cycle.
- c) Full-time employees may take annual leave in units of full working days or half a working day.
- d) Any unutilised annual leave shall be paid out according to the following formula upon termination of an employee's employment: (the employee's monthly cost of employment divided by 21) multiplied by the 'number of statutory days'.
- e) The leave cycle refers to the period 1 January to 31 December in any given year.

### 1.2. Maternity leave

- a) Fixed-term contract female employees are entitled to a maximum of four months' unpaid maternity leave during any period of confinement, subject to the following provisions:
  - SU may, for the sake of the smooth running of affairs and after consultation with the employee concerned, approve that maternity leave may begin no more than one month before the expected confinement date.
- b) No employee may return to the workplace within six weeks of having given birth, unless a medical doctor has certified that she is able to resume her work duties earlier.
- c) Should an employee prefer not to resume her duties at work for a period after her maternity leave has expired, she may be offered the following choice at the recommendation of her departmental or divisional head:
  - taking the annual leave available to her, or
  - taking unpaid leave

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- d) Notification of maternity leave must be accompanied by proof issued by a medical doctor indicating the expected confinement date. Employees must give at least four weeks' notification before the commencement of maternity leave, or as soon as reasonably possible.
- e) Employees who suffer a miscarriage during the last three months of pregnancy or have a stillbirth are entitled to unpaid maternity leave of up to six weeks after the miscarriage or stillbirth, irrespective as to whether or not the employee concerned had already been on maternity leave when the incident occurred.

### 1.3. Adoption leave and commissioning parental leave

- a) An employee appointed on a fixed-term contract who is an adoptive parent of a child below the age of two years qualifies for four months' unpaid adoption leave, subject to the following provisions:
  - The adoption leave commences on the date of the adoption order, or if a competent court places the child in the care of the prospective adoptive parent pending the finalisation of an adoption order in respect of that child.
  - Employees must give at least four weeks' notification before the commencement of adoption leave, or as soon as reasonably possible.
- b) If an adoption order is made in respect of two adoptive parents, one of the adoptive parents may apply for the adoption leave, and the other adoptive parent for parental leave. In order to verify which type of leave the employee elects, SU will require the employee, or both adoptive parents, should both be employed at SU, to provide the prescribed declaration.

### 1.4. Study opportunity

- a) Employees may be afforded a study opportunity of up to a maximum of 24 workdays a year (pro rata for contracts shorter than a year), taken either continuously or at intervals, for the purpose of increasing their competence for performing their duties, subject to the following provisions:
  - Employees may enrol only for courses that are deemed to be in SU's interest.
  - Employees may be granted two days leave for every examination opportunity in order to write their exams.
  - When study opportunities are granted, the following must be agreed upon:

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- What will be deemed to constitute 'satisfactory progress'.
- Should the employee progress satisfactorily, the study opportunity will not be deducted from his or her annual or accumulated leave.
- Provisions that apply to study opportunities to be taken at intervals:
  - The time allowed for attending lectures, tutorials and practicals at SU will be calculated according to the uninterrupted prescribed duration of a class or laboratory session (including breaks between periods) plus 20 minutes.
  - The full time that employees spend travelling to attend classes outside Stellenbosch will be debited against their annual leave.
  - Employees may attend a maximum of three lectures a week during working hours.

#### 1.5. Compassionate leave

- a) Compassionate leave with full pay may be granted for:
  - seven working days a year (pro rata for contracts shorter than a year, but a minimum of three days)
- b) Employees cannot accumulate compassionate leave.
- c) Compassionate leave for a portion of a day or for one or more full days may be granted in the following instances:
  - illness of an employee's child
  - illness of an employee's spouse,
  - illness of an employee's parent or parent-in-law, and
  - the death of an employee's spouse, parent, parent-in-law, adoptive parent, grandparent, child, grandchild, brother or sister.
- d) SU may request reasonable proof of an incident before granting compassionate leave.

#### 1.6. Parental leave

- a) An employee who is the parent of a child is entitled to at least ten consecutive days' paid parental leave.
- b) The parental leave commences on the day the child is born, adoption order is granted or the child is placed in the care of the prospective adoptive parent by a competent court (pending the finalisation of an adoption order in respect of that child).
- c) SU may request reasonable proof of such an event before granting parental leave. Any one of the following should be sufficient proof:

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- Proof of registration as one of the two parents of the child in terms of the Births and Deaths Registration Act;
  - A court order providing SU with a birth certificate of the child, indicating both parents; and
  - Any other proof that shows that the employee is entitled to parental leave.
- d) Employees must give at least four weeks' notice before the commencement of parental leave, or as soon as is reasonably possible.

#### 1.7. Leave of absence

- a) Employees may be granted leave of absence of a maximum of 15 working days per occasion to attend meetings, conferences, or other gatherings, if it is deemed to be in SU's interest.
- b) Leave may also be granted for longer periods or for certain activities that do not qualify for leave of absence, provided that the number of days by which the leave period is exceeded shall be debited against the employee's annual or accumulated leave.
- c) To relocate, one working day is granted per occasion.
- d) To attend court proceedings at which the SU employee concerned has been subpoenaed to appear as witness, the actual number of days for which the employee is needed in court will be granted (a copy of the subpoena must be produced as proof).

#### 1.8. Presence at the workplace

- a) Employees must be present on weekdays on University premises and at the workplace assigned to them, except if they are on leave or absent for purposes of a study opportunity.
- b) If employees must perform their duties at some location other than their normal workplace, they must make adequate arrangements with their environmental head or dean (or his or her delegate) regarding their whereabouts.
- c) Environmental heads or deans may grant employees permission to attend officially recognised meetings or gatherings in the immediate vicinity of Stellenbosch, provided that:
  - the activity concerned is work-related; and
  - the head concerned knows where such employees are to be found.

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### 1.9. Sick leave

- a) Fixed-term contract employees who can submit a medical certificate(s) that SU finds acceptable are entitled to the following:
  - One days' sick leave per month during the first six months of appointment, at full pay and after that;
  - Thirty days' sick leave during the appointment, at full pay
- b) Sick leave cannot be accumulated.
- c) Sick leave is calculated according to calendar days, not working days. Therefore, sick leave that runs from a Friday until the following Monday amounts to four days of leave.

Applications for sick leave for more than two calendar days must be accompanied by an acceptable medical certificate that clearly states the nature of the illness.

## Definitions

Unless the context indicates otherwise, the following terms have the meanings as defined below:

'Child' (for purposes of compassionate leave)

The member's child, stepchild, or legally adopted child, as well as the child of a member's common law spouse, which child is younger than 18 years.

'Cost of employment'; 'COE'

The total cost of employment to the employer, including all cash remuneration, benefits and contributions to relief funds. Leave and compulsory statutory contributions by the employer are not included in the COE.

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## Supporting documents

| Item no. | Name of document | Status<br><i>(e.g. identified, in process or approved)</i> |
|----------|------------------|--|
|          | None             |  |

## Related documents

| Item no. | Name of document   | Status<br><i>(e.g. identified, in process or approved)</i> |
|----------|--|--|
| DV0403   | Benefits Applicable to Pensioners                                | Approved   |
| CS00051  | Conditions of Employment for Research and Support Services Staff | Approved   |
| CS00053  | Conditions of Employment for Lecturing Staff                     | Approved   |

**Signature:** ..... **Date:** .....