VISION
Global leader in Public Service Excellence

MISSION

• Supporting the Minister in leading public service administration
• Providing professional advice and support to ensure public service excellence

VALUE STATEMENT

An exemplary, professional, ethical and accountable department embodying the principles of Batho Pele and committed to Service Excellence.

• Providing good governance nationally, on the African Continent and Globally
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This booklet on Salaries and benefits in the Public Service was developed with the intention of explaining further the salaries and benefits government is offering to public servants. Through the 2008/09 salary adjustments, government has taken account of all its spending priorities, including social development, addressing crime issues, infrastructure investment and better service delivery for the communities in the pursuit of a better life for all. In the midst of all these priorities, government has come up with a comprehensive remuneration package that is prudent, forward looking and paves the way towards improving service delivery and public service performance and at the same time, ensuring improved conditions of service for all public servants.

The principles underpinning the 2008/09 salary adjustments to the public servants include the following:

- general salary increases that keep pace with inflation so that the buying power of public servants is not compromised and additional increases that are linked to performance and service delivery;
- the attraction and retention of skills in the public service through the introduction of occupation specific dispensation (OSDs); and
- growing the capacity of the State through job creation.

The housing allowance will, once fully implemented, increase the salary for the lowest earner in the public service by approximately 15%.

Furthermore, employees further benefited with regard to the introduction of the housing allowance and the free medical cover on the Sapphire Option for employees on salary level 1-5 who are members of Government Employees Medical Scheme (GEMS).
In terms of the multi-term agreement, Government is of the view that it is beneficial for both the employer and the employees, as it deals with the package of benefits for public servants and not only salary adjustments.

A multi-term wage agreement brings about stability in the planning for personnel expenditure, while ensuring that public servants receive real wage increases or at least inflation adjustments on their income.
1. General annual adjustments

These general annual salary adjustments include the cost-of-living adjustment, annual pay progression and grade progression. Employees qualify for pay progression based on satisfactory performance. Grade progression will be awarded to qualifying employees in terms of the specific Occupation Specific Dispensation.

The purpose of the annual cost-of-living adjustments is to preserve the buying power of the employees, in order to ensure that their salaries are not eroded by inflation.

The prevailing wage agreement provides for an adjustment effective from 1 July 2008 based on projected CPI-X for the period 1 April 2008 to 31 March 2009, plus an additional 1% real increase.

1.1. Salaries and potential total packages of employees on salary levels 1 to 10: Public Service Act appointees.

Employees in the Public Service qualify for a guaranteed package that includes basic salary (notch), the annual service bonus (1/12 of basic salary) and the Employer contribution to the Government Employees Pension Fund (GEPF).

The guaranteed and potential packages are outlined in the table (next page). The amounts are reflected in Rands per annum.
<table>
<thead>
<tr>
<th>Salary Level</th>
<th>Notch Position</th>
<th>Salary on 1 July 2008</th>
<th>Service bonus (13th cheque)</th>
<th>Employer contribution to GEFP</th>
<th>Maximum Housing allowance</th>
<th>Maximum employer contribution to medical scheme</th>
<th>Potential total package</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Min</td>
<td>42,663</td>
<td>3,555.25</td>
<td>5,546.19</td>
<td>6,000</td>
<td>26,100</td>
<td>83,864</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>47,583</td>
<td>3,965.25</td>
<td>6,185.79</td>
<td>6,000</td>
<td>26,100</td>
<td>89,834</td>
</tr>
<tr>
<td>2</td>
<td>Min</td>
<td>47,787</td>
<td>3,982.25</td>
<td>6,212.31</td>
<td>6,000</td>
<td>26,100</td>
<td>90,081</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>53,316</td>
<td>4,443.00</td>
<td>6,931.08</td>
<td>6,000</td>
<td>26,100</td>
<td>96,790</td>
</tr>
<tr>
<td>3</td>
<td>Min</td>
<td>54,879</td>
<td>4,573.25</td>
<td>7,134.27</td>
<td>6,000</td>
<td>26,100</td>
<td>98,686</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>63,717</td>
<td>5,309.75</td>
<td>8,283.21</td>
<td>6,000</td>
<td>26,100</td>
<td>109,409</td>
</tr>
<tr>
<td>4</td>
<td>Min</td>
<td>64,410</td>
<td>5,367.50</td>
<td>8,373.30</td>
<td>6,000</td>
<td>26,100</td>
<td>110,250</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>74,772</td>
<td>6,231.00</td>
<td>9,720.36</td>
<td>6,000</td>
<td>26,100</td>
<td>122,823</td>
</tr>
<tr>
<td>5</td>
<td>Min</td>
<td>76,194</td>
<td>6,349.50</td>
<td>9,905.22</td>
<td>6,000</td>
<td>26,100</td>
<td>124,548</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>88,464</td>
<td>7,372.00</td>
<td>11,500.32</td>
<td>6,000</td>
<td>26,100</td>
<td>139,436</td>
</tr>
<tr>
<td>6</td>
<td>Min</td>
<td>94,326</td>
<td>7,860.50</td>
<td>12,262.38</td>
<td>6,000</td>
<td>26,100</td>
<td>146,548</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>109,515</td>
<td>9,126.25</td>
<td>14,236.95</td>
<td>6,000</td>
<td>26,100</td>
<td>164,978</td>
</tr>
<tr>
<td>7</td>
<td>Min</td>
<td>117,501</td>
<td>9,791.75</td>
<td>15,275.13</td>
<td>6,000</td>
<td>26,100</td>
<td>174,667</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>136,419</td>
<td>11,368.25</td>
<td>17,734.47</td>
<td>6,000</td>
<td>26,100</td>
<td>197,621</td>
</tr>
<tr>
<td>8</td>
<td>Min</td>
<td>145,920</td>
<td>12,160.00</td>
<td>18,969.60</td>
<td>6,000</td>
<td>26,100</td>
<td>209,149</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>169,410</td>
<td>14,117.50</td>
<td>22,023.30</td>
<td>6,000</td>
<td>26,100</td>
<td>237,650</td>
</tr>
<tr>
<td>9</td>
<td>Min</td>
<td>174,243</td>
<td>14,520.25</td>
<td>22,651.59</td>
<td>6,000</td>
<td>26,100</td>
<td>243,514</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>202,287</td>
<td>16,857.25</td>
<td>26,297.31</td>
<td>6,000</td>
<td>26,100</td>
<td>277,541</td>
</tr>
<tr>
<td>10</td>
<td>Min</td>
<td>217,482</td>
<td>18,123.50</td>
<td>28,272.66</td>
<td>6,000</td>
<td>26,100</td>
<td>295,978</td>
</tr>
<tr>
<td></td>
<td>Max</td>
<td>252,483</td>
<td>21,040.25</td>
<td>32,822.79</td>
<td>6,000</td>
<td>26,100</td>
<td>338,446</td>
</tr>
</tbody>
</table>
1.2. Guaranteed total packages of employees on salary levels 11 and 12: Public Service Act appointees

<table>
<thead>
<tr>
<th>Salary level</th>
<th>Notch position</th>
<th>** Guaranteed total package (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Minimum</td>
<td>344,052</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>398,805</td>
</tr>
<tr>
<td>12</td>
<td>Minimum</td>
<td>407,745</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>472,758</td>
</tr>
</tbody>
</table>

** These packages already include the benefits referred to above for employees on salary levels 1 to 10, i.e. basic salary, employer’s contribution to the GEPF and a flexible portion. Employees are permitted to structure these packages within certain parameters, i.e. employees on salary levels 11 and 12 have a choice between, 75/76 (set 1) or 70 (Set 2) pensionable income. The flexible portion may be structured as follows:

- A maximum of 25% of total package for car allowance;
- Medical contribution in line with the tax caps determined by the Minister of Finance;
- 13th Cheque (service bonus) calculated as 1/12 of the basic salary;
- Housing allowance – any amount; and/or
- Non-pensionable Cash allowance – any amount, normally the balance of the flexible portion that is not structured.
Examples of packages of public servants:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Salary level</th>
<th>Notch position</th>
<th>Salary on 1 July 2008 (Rpa)</th>
<th>Service bonus</th>
<th>Employer contribution to GEPF</th>
<th>Maximum Home-owners allowance</th>
<th>Maximum contribution to medical scheme (GEMS)</th>
<th>Potential total package (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>2</td>
<td>Minimum</td>
<td>47,787</td>
<td>3,982.25</td>
<td>6,212.31</td>
<td>6,000</td>
<td>26,100</td>
<td>90,081</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum</td>
<td>53,316</td>
<td>4,443.00</td>
<td>6,931.08</td>
<td>6,000</td>
<td>26,100</td>
<td>96,790</td>
</tr>
<tr>
<td>Scientist</td>
<td>10</td>
<td>Minimum</td>
<td>217,482</td>
<td>18,123.50</td>
<td>28,272.66</td>
<td>6,000</td>
<td>26,100</td>
<td>295,978</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum</td>
<td>252,483</td>
<td>21,040.25</td>
<td>32,822.79</td>
<td>6,000</td>
<td>26,100</td>
<td>338,446</td>
</tr>
<tr>
<td>Deputy Director: Labour</td>
<td>12*</td>
<td>Minimum</td>
<td>407,745</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>407,745</td>
</tr>
<tr>
<td>Relations Specialist</td>
<td></td>
<td>Maximum</td>
<td>472,758</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>472,758</td>
</tr>
</tbody>
</table>

This means that the total potential package for a -

- Cleaner graded on salary level 2 ranges between R90 081 to R96 081 per annum – the benefits constitute 47% to 49% of the potential package
- Scientist graded on salary level 10 ranges between R295 978 to R338 446 per annum – the benefits constitute 25% to 27% of the potential package
- Labour Relations specialist graded on salary level 12 ranges between R407,745 to R472,758. This is a total package in Middle Management Service.
2. In order to enable government to recruit and retain professionals, the wage agreement provides, amongst others, for the development of occupational specific dispensations for identified categories of staff.

The OSDs are underpinned by the following core principles:

- Unique salary structures per occupation;
- Salaries of occupational categories will, where necessary, be aligned to the market;
- Centrally determined grading structures and broad job profiles;
- Adequate career pathing opportunities, which is a forward looking plan to systematically increase salaries of public servants after pre-determined periods based on specific criteria such as performance, qualification, scope of work, experience, etc.; and
- Pay progression within the salary band and grade progression

OSDs for all the categories of Nurses, Educators and Legally qualified employees have already been implemented.
2.1. Nurses

The position of a Professional Nurse in a General ward (normal performer) is as follows in terms of the unique remuneration structure and progression opportunities in terms of the OSD:

<table>
<thead>
<tr>
<th>Years service or experience</th>
<th>Basic salary (notch) on 1 July 2008 (Rpa)</th>
<th>Potential total package, including pension, medical, service bonus and housing (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>117,225</td>
<td>174,333</td>
</tr>
<tr>
<td>5</td>
<td>124,365</td>
<td>182,996</td>
</tr>
<tr>
<td>10</td>
<td>144,174</td>
<td>207,031</td>
</tr>
<tr>
<td>30</td>
<td>205,563</td>
<td>281,516</td>
</tr>
</tbody>
</table>

The positions of a Professional Nurse in an identified Specialty ward or a Primary Health Care Nurse (normal performer) are as follows in terms of the unique remuneration structure and progression opportunities in terms of the OSD:

<table>
<thead>
<tr>
<th>Years service or experience since registration as a Professional Nurse</th>
<th>Notch on 1 July 2008 (Rpa)</th>
<th>Potential total package, including pension, medical, service bonus and housing (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>177,318</td>
<td>247,245</td>
</tr>
<tr>
<td>10</td>
<td>188,121</td>
<td>260,353</td>
</tr>
<tr>
<td>30</td>
<td>268,218</td>
<td>357,537</td>
</tr>
</tbody>
</table>
2.2. Educators

The position of an Educator (M+4)) (new entrant) is as follows in terms of the unique remuneration structure of the OSD:

<table>
<thead>
<tr>
<th>Years service or experience</th>
<th>Notch on 1 January 2008 (Rpa)</th>
<th>Potential total package, including pension, medical, service bonus and housing (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>127 392</td>
<td>186 668</td>
</tr>
<tr>
<td>5</td>
<td>135 228</td>
<td>196 176</td>
</tr>
<tr>
<td>10</td>
<td>147 900</td>
<td>211 552</td>
</tr>
<tr>
<td>30</td>
<td>199 344</td>
<td>273 970</td>
</tr>
</tbody>
</table>

2.3. Legally qualified employees

The position of a Senior Assistant State Attorney (normal per former) is as follows in terms of the unique remuneration structure and progression opportunities in terms of the OSD:

<table>
<thead>
<tr>
<th>Years service or experience</th>
<th>Basic salary (notch) 1 July 2008 (Rpa)</th>
<th>Potential total package, including pension, medical, service bonus and housing (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>239,721</td>
<td>322 961</td>
</tr>
<tr>
<td>10</td>
<td>409,455</td>
<td>409 455 (total package)</td>
</tr>
<tr>
<td>30</td>
<td>551,463</td>
<td>551 463 (total package)</td>
</tr>
</tbody>
</table>
Total packages of legal OSD

The position of a Principal State Law Advisor (normal performer) is as follows in terms of the unique remuneration structure and progression opportunities in terms of the OSD:

<table>
<thead>
<tr>
<th>Years service or experience</th>
<th>Total package on 1 July 2008 (Rpa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>603,003</td>
</tr>
<tr>
<td>20</td>
<td>699,816</td>
</tr>
<tr>
<td>30</td>
<td>812,172</td>
</tr>
</tbody>
</table>

A new total salary package (70/30) split was introduced for legally qualified employees. Employees on SMS levels who were translated to the OSD, translated to the new 70/30 total salary packages, of which the 70% constitutes pensionable salary and the 30% is the flexible portion.
3. PENSION BENEFITS

3.1. All public service employees appointed on permanent basis are required as a condition of service, to become members of the Government Employees Pension Fund (GEPF).

3.2. Contribution rates:

3.2.1. As at 1 April 2005, the State’s contribution to the GEPF was set at 13% for civil servants and 16% for uniformed service employees. In return, members (employees) contribute 7.5% of their monthly pensionable salary to the GEPF.

3.3. Fund Benefits: The Fund provides benefits on:

- Retirement.
- Resignation.
- Death; or
- Discharge.

3.3.1. The following benefits are payable by the GEPF:

- Normal retirement:

  For members of the GEPF normal retirement age is 60 years unless the members’ employment contract or law governing the employment stipulates otherwise. Normal retirees with less than ten years pensionable service receive a lump sum cash benefit (gratuity) equal to the members’ accrual interest in the Fund. For retirees with ten or more years of pensionable years of service, a gratuity and a monthly pension (annuity).

- Early retirement:

  Under certain circumstances in terms of the Public
Service Act 1994, as amended, members may retire early before their normal retirement age. An early retiree with less than ten years pensionable service receives a gratuity equal to the retiree’s actuarial interest in the Fund. For early retirees with ten or more years of pensionable service, annuities and gratuities are calculated according the same formula used for normal retirement, with a reduction of a third of one percent for each month between the dates of early retirement and normal retirement.

NB: Years of pensionable service will be increased by 25 percent for each year of pensionable service after ten years for members of the Intelligence (NIA/SASS), Secret Service, uniformed members of the South African Police Service (SAPS), the South African National Defence Force (SANDF) and Correctional Services.

Uniformed members of the SANDF under the age of 53 years, will receive a gratuity increased by an additional 12 percent at retirement.

- **Resignation:**

  A member is entitled to receive a lump sum cash benefit on resignation or if discharged due to misconduct or illness or injury caused by the member’s own doing. The benefits are determined by a prescribed formula. Alternatively, upon resignation or discharge, a member may choose to transfer his/her benefits to an approved retirement fund. In this case, the Fund will transfer the cash resignation benefit plus any difference between this benefit and the actuarial interest to the approved retirement fund.

- **Death in service:**

  On death of the member while in service, the Fund pays for
a lump sum depending on whether the member’s pensionable years of service is less or more than ten years. If the deceased member has a spouse, and his/her pensionable service is at least ten years, the spouse will receive a spouse’s annuity equal to half the annuity the deceased would have received had he/she retired at normal retirement age.

- **Death after retirement:**

  Retirement annuities are guaranteed for five years after a member’s retirement. If death occurs within this five year period, the spouse or beneficiaries will receive the balance of the five-year annuity payments, excluding the annual supplement in a cash lump sum. In this instance, the spouse will receive annuity equal to 50% or 75% of the deceased’s annuity. With effect from 1 December 2002, the member has the option of increasing the spouse’s annuity entitlements from 50% to 75% by either reducing the gratuity or annuity. This option is only available to a member who retired on or after 1 December 2002 and who are entitled to an annuity.

- **Funeral benefits:**

  The Fund provides for funeral benefits with effect from on the death of a member and pensioner whose pension commenced on or after 1 December 2002, and on death of spouse and eligible children as follows:

  - R7 500 is payable at the death of a member.
  - R7 500 is payable at the death of a pensioner or his/her spouse whose annuity commenced on or after 1 December 2002; and
  - R3 000 is payable at the death of a child of the member or pensioner whose annuity commenced on or after 1 December 2002.
o NB: The above benefits are fully taxable.

• Orphan’s annuity:

The GEPF provides for payment of orphan’s annuity to eligible orphans of pensioners who retired after 1 December 2002 or as a result of a spouse of a pensioner who retired on or after 1 December 2002 and for members in service at their time of death whose full potential service period (unexpired period of service) is at least ten years. Should such members or pensioners pre-decease their spouses, orphan’s annuities will be payable on the death of spouses leaving eligible orphans.

• Ill-health benefits:

A member of the GEPF may be discharged at any age as a result of medical reasons. For a member with less than ten years of pensionable service, are paid a lump sum cash benefit only. For a member with ten years and more, a lump sum and annuity calculated at a percentage of the member’s final salary an increased period of period of service. A member with more than ten years and more are also paid an annual supplementary amount.

• Other types of retirement:

Members of the GEPF may be discharged at any age from service in terms of the following reasons:

- the abolition, reduction, reorganisation or restructuring of the member’s post;
- to promote efficiency in the department;
- injury on duty, and for
- medical reasons.
Enhanced benefits are payable as a result of discharge due to any of the above reasons.

Further information on the above benefits, is obtainable from the GEPF call centre at: (012) 319 1000 or their website: www.gepf.co.za / www.gepf.gov.za or email: enquiries@gepf.co.za for general queries.
4. MEDICAL BENEFITS

4.1. The State provides medical assistance in a form of subsidies for employees, in the public service and as well as to retired employees who belong to registered medical schemes and who are eligible in terms of the policy governing post retirement medical assistance.

4.2. Medical assistance for in-service employees who belong to the Government Employees Medical Scheme (GEMS):

4.2.1. The State pays 75% of the employee's total monthly medical contribution on any selected option subject to:

<table>
<thead>
<tr>
<th>MEMBER PROFILE</th>
<th>2008 MONTHLY MEDICAL AID SUBSIDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Principal Member</td>
<td>R570-00</td>
</tr>
<tr>
<td>Principal Member with one dependant</td>
<td>R1140-00</td>
</tr>
<tr>
<td>Principal Member with two dependants</td>
<td>R1485-00</td>
</tr>
<tr>
<td>Principal Member with three dependants</td>
<td>R1830-00</td>
</tr>
<tr>
<td>Principal Member with four dependants</td>
<td>R2175-00</td>
</tr>
</tbody>
</table>

4.3. Free medical assistance:

4.3.1. Employees who belong or join GEMS on salary level 1-5 are eligible on application, for free medical assistance on GEMS Sapphire option on the same basis as in par.2.1 above.

4.3.2. The key advantages of the Sapphire option are:

- It is the most affordable option with unlimited private day-to-day healthcare cover.
• It is designed to improve your quality of life (quick access to healthcare, private doctors, cover for pregnancy and contraceptives).
• Employees have quick access to treatment in emergencies.
• There are no out of pocket expenses (wallet-less option).
• It is fully subsidised for level 1-5 employees. Cover your entire family to a maximum of R2 175. Employees are advised to contact GEMS as they could add more than the five dependants for free.
• There is comprehensive HIV cover including HIV medicine available.

For more information, employees could contact GEMS call centre at: 0860 004367 or the website: www.gems.gov.za or email: join@gems.gov.za

• The employee gets managed public hospital cover with access to private wards where necessary; and that
• Services are tailored to meet the employee’s medical needs.

4.4. Post-Retirement Medical Assistance:

4.4.1. The State provides for payment of post retirement medical subsidies for eligible employees who exit the public service because of –

• Retirement, including early retirement.
• Death; or
• Discharge as a result of ill-health or through injury on duty.

4.4.2. One of the qualifying criteria for continuous medical subsidy is that the retiree should be at least 50 years with at least 15 years
of actual service. In this instance the entitlement is 2/3rd of the medical contribution to the employee’s medical scheme up to the maximum of R1 014 per month. (The Post-Retirement Medical Assistance is being reviewed).

- For employees who retire under the age of 50 with at least 15 years of service, they will qualify on application and on reaching age 50.
- An employee, who is discharged due to ill-health and with at least ten years of actual service, is eligible for continuous employer medical subsidy as in 4.2 above.
- Employees who exit the public service due to other reasons or lesser ages that mentioned above, will receive varied payments in accordance with applicable formulae. Employees should contact their respective Human Resources sections for more information.
5. HOUSING BENEFITS

5.1. A housing allowance of R500 per month is payable to an employee who owns a home registered in his/her name. The allowance is paid for one home only unless for official work purposes, the couple own two houses and are stationed in two different magisterial districts.

5.2. An employee who rents accommodation is eligible to receive R500 per month provided he/she has a valid rental contract.
6. SERVICE BONUS

6.1. Service bonus that equals an employee’s one month salary is payable in the public service as a 13th cheque on their birthday month.

For further information on benefits offered in the public service, employees can visit the Department for Public Service and Administration’s website at: www.dpsa.gov.za.
7. LEAVE DISPENSATION

The need for a leave dispensation in the Public Service is to:
• comply with the legal requirements entrenched in the Basic Conditions of Employment Act, 1998.
• promote the health and safety of employees.
• allow the employee to recuperate from illness / injuries.
• accommodate the employee’s family, professional, civic and personal needs.

The different types of leave are as follows:
• Annual Leave
• Normal Sick Leave
• Temporary Incapacity Leave
• Leave for Occupational Injuries and Diseases
• Maternity Leave
• Family Responsibility Leave
• Adoption Leave
• Special Leave
• Leave for Office Bearers / Shop Stewards
• Unpaid Leave

7.1. Annual leave

If an employee has less than 10 years service he or she is eligible to 22 days working days’ annual leave in a leave cycle or if he or she has 10 or more years of service, he or she is eligible to 26 days working days’ annual leave in a leave cycle. If an employee is appointed in the course of a leave cycle, he or she will be eligible to a pro rata annual leave entitlement only. The employee is required to take a continuous period of annual leave for a period of at least 10 working days in a leave cycle.

The leave cycle is a 12-month’s period and commences 1 January of each year. At the end of this 12-month period an employee has a further 6 months to utilise any unused annual
leave days for the previous leave cycle. In other words, an employee has 18 months within which he or she could utilise his/her annual leave. Any unused leave days available by the end of the grace period are forfeited.

An employee may not stay away from work unless he or she has applied for annual leave and has been advised by his or her supervisor that the application has been approved, unless exceptional circumstances exist. For this purpose the official leave application form, i.e. the Z1(a) form, must be completed and signed.

Unused annual leave is paid out in the event where an employee terminates his or her services or if the application for annual leave was declined due to operational requirements, and could not be rescheduled in the course of the leave cycle. For this purpose, at the end of the 18-month period a written request, supported by written proof of refusal of the annual leave, and that it could not be rescheduled, by the Head of Department or delegated authority must be submitted.

7.1.1. Beneficiaries of leave payout in the event of death

An employee may designate one or more beneficiaries to whom his/her leave payout may be paid in the event of death. If a beneficiary has not been nominated, the leave payout may be paid in full to the spouse/life partner or if there is no spouse/life partner, in equal shares for the benefit of minor and other children (including legally adopted children); or if there are no children, to the employee’s estate.

7.2. Normal sick leave

The purpose of normal sick leave is to enable an employee to recuperate from an illness or an injury (not an injury on duty). An employee is entitled to 36 working days paid normal sick leave in a sick leave cycle. A sick leave cycle is a 36 months
period. The current sick leave cycle commenced with effect from 1 January 2007. Unused normal sick leave lapses at the end of the sick leave cycle.

If an employee knows in advance that he or she must go for a clinical procedure, such as an operation, he or she must submit his or her application on the Z1(a), the leave application form. However, should an emergency arise or if the employee is overcome with a sudden illness/injury he or she must notify his or her supervisor immediately telephonically or through a relative, friend or colleague.

An application for normal sick leave within 5 working days must be submitted, after the first day of absence, either personally or through a relative, friend or colleague.

If an employee is absent for three working days and more he or she must submit a medical certificate for period of sick absence. A medical certificate may be requested, irrespective of the number of days an employee is off sick, if a pattern or trend has been established in the use of sick days. An employee will also be required to submit a medical certificate regardless of the duration of the absence, if he or she has taken sick leave on more than two occasions during an 8-week period.

7.2.1. Acceptance of Medical Certificates

For purposes of normal sick leave, medical certificates issued and signed by the practitioners and person who are certified to diagnose and treat patients and who are registered with the following professional councils established by an Act of Parliament are accepted:

(a) The Health Professions Council of South Africa
(b) The Allied Health Professions Council of South Africa
(c) The South African Nursing Council
7.3. Temporary incapacity leave

Temporary incapacity leave is not an unlimited number of additional sick leave days at an employee’s disposal. It is additional sick leave, which is subject to an investigation and is granted at the employer’s discretion.

If an employee has exhausted his/her normal sick leave and based upon the advice of the treating medical practitioner need to be absent from work due for recuperation, he or she may apply for temporary incapacity leave with full pay. The policy and procedure to deal with applications on incapacity leave is contained in the Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Therefore, for purposes of applying for temporary incapacity leave, the employee must utilise the applicable application form prescribed in terms of PILIR in respect of each occasion. The application must always be supported by a medical certificate. Additional supporting available medical reports and information, as well as a written motivation with the application must be submitted.

If the employee knows in advance that he or she must go for a clinical procedure, such as an operation, he or she must submit an application in advance. However, should an emergency arise or if the employee is overcome with a sudden illness/injury he or she must notify the supervisor immediately telephonically or through a relative, friend or co-colleague.

The application for normal sick leave must be submitted within 5 working days, after the first day of absence, either personally or through a relative, friend or co-colleague.

The application for temporary incapacity leave will be assessed in a scientific, objective and fair manner by a Health Risk Manager, who in turn advise the employer on its findings. The employer will with due consideration of all the facts decide on the granting of incapacity leave.
7.3.1. Acceptance of Medical Certificates

For purposes of temporary incapacity leave the employer only accepts medical certificates issued and signed by practitioners registered with the Health Professional Council of South Africa and who are legally certified to diagnose and treat patients.

7.4. Leave for occupational injuries and diseases

An employee shall be granted occupational and disease leave for the duration of the period that he or she cannot work as a result of injury caused at work or if he or she has contracted an occupational disease. In order to be granted the occupational injury and diseases leave, the employee must bring a claim for compensation against the third party and undertake to use compensation (in terms of the Compensation for Occupational Injuries and Diseases Act of 1993) received to recompense as far as possible for the cost arising from the accident.

7.5. Maternity leave

Employees are entitled to 4 consecutive months’ paid maternity leave to commence at any time from four weeks before the expected date of birth; or on a date from which the attending medical practitioner certifies that is necessary for the employee’s health or that of the unborn child.

7.6. Adoption leave

If an employee adopts a child that is younger than two years, he or she will qualify for adoption leave to a maximum of 45 working days. If both spouses of life partners are employed in the Public Service, both partners will qualify for adoption leave provided that the combined leave taken does not exceed the 45 working days.
7.7. Family responsibility leave

An employee will be granted 3 days leave per annual leave cycle for use if his or her spouse or life partner gives birth to a child or the employee’s child, spouse or life partner is sick. He or she will be granted five days leave per annual leave cycle for use if the employee’s child, spouse or life partner dies, or an employee’s immediate family member dies.

The aggregate of family responsibility leave days taken, as indicated above, shall not exceed 5 days in an annual leave cycle, unless special circumstances warrant further leave at the discretion of the Head of Department.

7.8. Special leave

An employee may apply for special leave for e.g. studies and exams in terms of the department’s special leave policy.

7.9. Leave for Office Bearers or Shop Stewards of recognised employee organizations

If an employee is an office bearer or a shop steward of a recognized employee organization, he or she will receive up to 10 working days paid leave per annum for activities relating to his or her union position. In order to access this leave the necessary supporting documentation with the application must be submitted.

7.10. Unpaid leave

If an employee has exhausted his or her annual leave, the Head of Department may grant unpaid leave should further leave be required. The Head of Department shall only in exceptional circumstances grant more than 184 calendar days of unpaid leave in a period of 18 months.
8. WORKING TIME

The Head of Department has the authority to determine the work week and daily hours of work, as well as the opening and closing times. He or she determines the working time with due consideration to the Basic Conditions of Employment Act, 1997, the Public Service Regulations and the Determination on Working Time. The service delivery requirements of the Department informs the work week and daily hours of work.

8.1. Averaging of hours of work

The ordinary hours of work may be averaged for a shift worker. The respective sectoral bargaining councils shall determine the mechanisms and conditions for the averaging of working hours.

8.2. Compensation for ordinary work performed on a Sunday and/or public holiday

A shift worker who ordinarily work shifts as per a shift roster on a Sunday or a Public Holiday will be eligible to additional pay for work on such a Sunday and/or Public Holiday.

The rate of pay for ordinary work on a Sunday is 1.5 of the employee’s basic salary, while the rate of pay for ordinary work on Public Holiday is 2 x the basic salary.

8.3. Night work in the Public Service

Night work in the Public Service is work performed between 19:00 to 07:00 the next day or 18:00 to 06:00 the next day as agreed to between parties in the relevant sectoral bargaining councils/departmental chambers.
8.4. Overtime work

Overtime work is work in excess of normal working hours. There must be an agreement between the employer and employee concerned to perform overtime work. The performance of overtime work can only be permitted and compensation considered if authorised in advance.

8.4.1. The payment rate for overtime

If overtime work is performed on a Sunday and/or Public Holiday, the overtime is calculated at a rate 2 x the basic salary or the ceiling of R 145 920 per annum, whichever is the lowest. Should overtime work be performed on any other day of the week, the overtime will be calculated at a rate of 1.5 x basic salary or the ceiling of R 145 920 per annum, whichever is the lowest.

Time off for overtime performed in lieu of compensation is no longer granted.
9 RELEVANT TELEPHONE NUMBER AND WEBSITES FOR FURTHER INFORMATION

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION - 012 336 1000 or www.dpsa.gov.za

GOVERNMENT EMPLOYEES PENSION FUND - 012 319 1000 or www.gepf.gov.za

GOVERNMENT EMPLOYEES MEDICAL SCHEME - 0860 004367 or www.gems.gov.za

SOUTH AFRICAN GOVERNMENT - Batho Pele Call Centre 1020 or www.gov.za