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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Shop Stewards Leave

National Labour Relations Forum
25-27 May 2015
Karridene Beach



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Overview

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Problem statement

- Clause 8.1 of Resolution 1 of 2012 states the following:
- 'The Head of Department shall develop standard operating procedures to ensure that the utilization of the pool of shop stewards leave is properly managed, recorded and monitored to ensure that the leave days available in the pool is not exceeded and/or abused'.
 - As a result, the Department of Home Affairs currently has a challenge with the management of shop steward leave. Some of the challenges relate to the fact that names of the elected shop stewards are not submitted when requested to do so, activity-based programmes are not submitted, leave plans are not submitted, etc.
 - It should be noted that if unions do not submit their constitutions, the eligibility of shop stewards cannot be confirmed.
 - In essence, the Department requests for your assistance in relation to how best to manage and or develop a data base for the management of shop steward leave as well as best practices on how other Departments are managing this process.



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Determination and Directive on Leave of Absence in the Public Service (DLAPS)

- Paragraph 25 of the DLAPS gives effect to clause 8 of PSCBC Resolution 1 of 2012:
- Office bearers or shop stewards of recognised employee organisations shall receive up to 10 working days paid leave per annum for **activities related to his/her union position**.
- With effect from 1 January 2013 the entitlement for shop stewards contained in paragraph 25.1 will be increased to **15 working days**.
- The 15 working days shall be **pooled per recognised trade union**. Office bearers or shop stewards belonging to the same recognised trade union may apply for leave days from the pool. A list of the recognised employee organisations are attached at **Annexure C**.



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Determination and Directive on Leave of Absence in the Public Service (DLAPS)

- The Head of Department shall appoint an administrator of the pool. The administrator should preferably be the Human Resource Manager of the Department. The Head of Department shall develop standard operating procedures to ensure that the utilisation of the pool is properly managed, recorded and monitored to ensure that the leave days available in the pool is not exceeded and/or abused.
- A shop steward may apply for leave from the pool in respect of the recognised employee organisation she/he belongs to only. An individual shop steward may apply due to the union activities attached to his/her union position for either less than or more than 15 working days in a leave cycle. However, the shop stewards accessing the same pool of leave may not exceed the total number of leave days available in the pool.



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Determination and Directive on Leave of Absence in the Public Service (DLAPS)

- Shop steward leave may only be utilised for activities related to the employee's union position. All applications for this type of leave must be submitted in writing on the prescribed leave application form or electronically , together with supporting documentation.
- The employee's supervisor shall liaise with the Labour Relations Manager and Human Resource Manager to validate the employee's involvement in a union activity/business and whether sufficient credits are available in the leave pool.
- Approved applications shall be captured on PERSAL or the IFMS, whichever system is in use in the Department.



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Checklist for implementation

- HOD appoint the pool administrator and announce the appointment throughout the department.
- Identify the unions recognised in the Department.
- Identify the shop stewards from these recognised unions, respectively, in the Department.
- Pool administrator-
 - Develop standard operating procedures (and HOD approves) and communicate within the Department.
 - Develop internal recording system (or facilitate that IT develop a supporting system)
 - Capture details of shop stewards per union.
 - Calculate the value of the leave pool per union.
 - Capture approved absences on the recording system.
 - Monitor the use through the recording system



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The recording mechanism

- The recording system should typically reflect-
 - The recognised unions
 - The shop stewards by recognised unions
 - The individual entitlement
 - The total value of the pool
 - The leave used by individual
 - The remaining value of the pool
 - The purpose for which the leave was utilised
- See [Example](#)



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Standard operating procedures

- The standard operating procedures is a written document that should typically describe-
 - The process for the application of the shop stewards leave & the supporting documents required.
 - The recommendation and approval processes
 - The consultation processes with the Manager: Labour Relations and the pool administrator.
 - The capturing of the approved absences on the internal recording mechanism.
 - The capturing of the absences on PERSAL.
 - The auditing of the internal recording mechanism & information captured on the mechanism.



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General

- If the union did not confirm the shop stewards in your Department and an employee participates in union activities, s/he must apply for annual leave and/or unpaid leave if s/he does not have sufficient credits.
- Are there good practices in other departments that others can learn from?



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