

Date: August 2023

## LEAVE POLICY

Bumblebee Consulting (Pty) Ltd and iLaunch (Pty) Ltd reserves the right to amend any condition, benefit or policy herein stated from time to time, which shall be binding from the day of communication.

### **Purpose**

The purpose of this policy is to regulate leave of absence and to provide guidelines for Bumblebee Consulting (Pty) Ltd and iLaunch (Pty) Ltd employees.

### **Ownership**

The Human Resource Department is the custodian of this policy.

### **Scope**

This policy applies when a Bumblebee Consulting (Pty) Ltd and iLaunch (Pty) Ltd employee seeks permission to be granted leave.

### **Type of Policy**

This policy is of an operational nature.

### **Company**

Bumblebee Consulting (Pty) Ltd and iLaunch (Pty) Ltd

### **Definition**

Accrued leave:

Refers to leave days provided at an incremental rate of x number of days per month up to x days per annum. (Depending on your leave entitlement as per your employment contract).

Accumulated leave:

Refers to untaken leave days which are carried forward.

### **Leave Application**

#### **Important Notes:**

#### **Notice Required for Annual leave**

- To apply for 1 day's leave, you are required to give at least 1 week notice in advance.
- To apply for 1 week's leave and more you are required to give at least 1 month notice in advance.

#### **Sick leave**

Inform your line manager and cc HR ([hr@bumblebee.co.za](mailto:hr@bumblebee.co.za)) should you be sick and not attending work on that day by 08h00.

*Sick leave must be loaded using ESS on the first day back at work. Any sick leave that is not loaded as prescribed will be treated as annual leave. In the case where no annual leave days are available, the absence will be treated as unpaid.*

### **ESS (Employee Self Service)**

All leave must be loaded on ESS

Link: <https://ess.bumblebee.co.za/>

### **Annual Leave**

- The standard leave entitlement of employees is 15 working days per annum (this may vary depending on your employment contract).
- Leave shall be taken at a time when it is suitable for the Company.
- The company may elect to close its offices over the December period, the dates of which shall be communicated. The company will ensure that sufficient notices is provided, and the employees will be obliged to take such leave as annual leave during this period unless otherwise agreed to between the parties.
- Should you not be assigned to a project other than during the December shut down period you may be required to take leave during the unassigned period.
- Where annual leave is accumulating in excess of 15 days, a leave plan communication will be had with the employee, the line manager and HR. This leave plan must reflect the employee's intention to reduce and retain the accumulated leave balance to below the 15-day maximum. Should such a plan not be forthcoming within 14 business days of notification by HR the excess leave will then be forfeited.
- Excess leave should be scheduled to be taken not later than 6 months after the end of the annual leave cycle.
- All leave must be scheduled on the **Employee Self Service System (ESS)**.

### **Sick Leave**

- Employees are entitled to 1 day's sick leave for every 26 days worked within the first 6 months of employment. Thereafter the rest of the cycle will be available to the employee. A sick leave cycle is 30 days within a 3-year period.
- A medical certificate is required when an employee is sick for 2 or more consecutive days for sick leave taken.
- The Employer reserves the right to request a medical certificate for sick leave taken on either side of a weekend or a public holiday where this is less than two consecutive working days.
- A medical certificate is also required in the case of absence for up to 2 (two) days in any 8-week period, or as determined by management due to the circumstances of a particular case.
- Employees must provide a sick note if the employee is sick on a Monday or Friday.
- Should the 30-day allowance be exhausted before the end of that three-year sick leave cycle, all future sick leave within the that 3-year sick leave cycle, will be treated as Annual leave and should this be exhausted, unpaid leave shall apply until the renewal of the next 3-year sick leave cycle.
- The employer reserves the right to instruct an employee/s in writing, that henceforth a given date that medical certificates will be required for all future sick leave taken.
- Employees in their notice period must provide a medical certificate for each occurrence, failing to supply a medical certificate will result in these days being treated as unpaid leave.

### **Maternity Leave**

- Maternity leave will be limited to 4 months unpaid in accordance with the BCEA.
- UIF contributors will be eligible to claim UIF during this period by completing the following UI forms – UI-19, UI 2.7, UI 2.8 which can be obtained by contacting the **HR Department**.
- The company reserves the right to augment the UIF contribution depending on the employment contract.

### **Parental/Adoption/Commissioning Leave**

- An employee who is not entitled to maternity leave will be entitled to 10 days unpaid parental leave when a child is born or when an adoption order is granted.
- Paternity leave may only commence on the day that the child is born or when an adoption order is granted.
- An employee who is an adoptive parent of a child under the age of two is entitled to 10 consecutive weeks unpaid leave.
- An employee in a surrogate motherhood agreement is entitled to 10 consecutive weeks of unpaid leave.
- UIF contributors will be eligible to claim UIF during this period by completing the following UI forms – UI-19, UI 2.7, UI 2.8, UI 2.9 and UI 2.9P which can be obtained by contacting the **HR Department**.

### **Family Responsibility leave**

- Full-time employees are entitled to 3 days family responsibility leave after 4 months of continuous service per year.
- The following qualifies as family responsibility:
  - When an employee's child is sick.
  - In the event that an immediate family member, i.e. child, spouse, life partner, sibling or grandparents passes away.
- Management is entitled to request reasonable proof for the leave.
- An employee's unused entitlement leave in terms of this section lapses at the end of the annual leave cycle in which it accrues, i.e. such leave may not be accumulated.

### **Unpaid Leave**

Unpaid Leave may only be granted at the discretion of Management and may not exceed 5 days per annum unless otherwise approved.

### **Public Holidays**

The company observes all public holidays which fall on an ordinary working day.