

Annexure V

UNPAID LEAVE POLICY

IMPORTANT NOTE: - This is not a statutory requirement, but requests for unpaid leave are a common workplace occurrence. It is wise to formulate a Policy on unpaid leave.

At the sole discretion of the **MUNICIPALITY**, unpaid leave may be granted where exceptional circumstances exist, and must be authorised by the Head of the Department, subject to the following conditions:

1. Unpaid leave will only be granted once all accumulated annual leave has been taken.
2. In the case of protracted illness, unpaid leave will only be considered once:
 - the sick leave entitlement has been exhausted.
 - all accumulated annual leave has been taken.
3. Factors to be taken in to account when considering whether to grant unpaid leave are:
 - the reason for the request;
 - length of service;
 - work performance; and
 - attendance history;
4. The employer's contributions to the Retirement / Pension Fund and Medical Aid Scheme will be maintained provided that the employee will pay over his or her contribution to Financial Services on or before the last working day of the month.
5. Requests for unpaid leave must be in writing on the **MUNICIPALITY'S** Leave Application form which should be authorised by the Head of Department.