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GOVERNMENT GAZETTE

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GOEWERMENSKENNISGEWINGS

DEPARTEMENT VAN BANTOE-ADMINISTRASIE EN -ONTWIKKELING

No. R. 449

24 Maart 1972

TRANSKEISE DORPERAAD.—PERSONEELREGU- LASIES VIR BLANKE WERKNEMERS VAN DIE RAAD

Kragtens die bevoegdheid my verleen by regulasie 13 (1) (c) van die Transkeise Dorperaadproklamasie, 1970 (Proklamasie R. 41 van 1970), vaardig ek, Michiel Coenraad Botha, Minister van Bantoe-administrasie en -ontwikkeling, hierby die regulasies uit wat in die Bylae hiervan vervat is.

M. C. BOTHA, Minister van Bantoe-administrasie en -ontwikkeling.

(Lêer A216/2)

BYLAE

TRANSKEISE DORPERAAD.—PERSONEELREGU- LASIES VIR BLANKE WERKNEMERS

Woordoms krywing

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(i) "hoof van 'n departement" of "hoof van die departement" 'n werknemer wat aan die sekretaris verantwoordelik is vir die administrasie van 'n departement of wat in daardie hoedanigheid waarneem;

(ii) "komitee" enige komitee wat deur die Raad ingevolge regulasie 18 van die Proklamasie benoem word;

(iii) "maand" 'n tydperk wat van die eerste tot die laaste dag, albei dae inbegrepe, van enigeen van die 12 kalendermaande van die jaar strek;

(iv) "normale werkure" daardie ure van bywoning soos deur die Raad bepaal ingevolge regulasie 12;

(v) "openbare feesdag" 'n feesdag soos bepaal in die Eerste Bylae van die Wet op Openbare Feesdae, 1952;

(vi) "permanente werknemer" 'n Blanke werknemer aangestel in 'n permanente en voltydse hoedanigheid in 'n pos op die vaste diensstaat van die Raad en ook 'n werknemer wat vir 'n proeftydperk in sodanige pos aangestel is;

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GOVERNMENT NOTICES

DEPARTMENT OF BANTU ADMINISTRATION AND DEVELOPMENT

No. R. 449

24 March 1972

TRANSKEIAN TOWNSHIPS BOARD. — STAFF REGULATIONS FOR WHITE EMPLOYEES OF THE BOARD

By virtue of the powers vested in me by regulation 13 (1) (c) of the Transkeian Townships Board Proclamation, 1970 (Proclamation R. 41 of 1970), I, Michiel Coenraad Botha, Minister of Bantu Administration and Development, hereby publish the regulations set out in the Schedule hereto.

M. C. BOTHA, Minister of Bantu Administration and Development.

(File A216/2)

SCHEDULE

TRANSKEIAN TOWNSHIPS BOARD.—STAFF REGULATIONS FOR WHITE EMPLOYEES

Definitions

1. In these regulations unless the context indicates otherwise—

(i) "association" means the South African Association of Municipal Employees (non-political);

(ii) "Board" means the Board established in terms of regulation 4 of the Proclamation and includes a committee appointed in terms of regulation 18 of the Proclamation, a local committee mentioned in regulation 22 thereof or any officer employed by the Board acting by virtue of powers vested in the Board in connection with these regulations and delegated to him in terms of regulation 23 of the Proclamation;

(iii) "chairman" means the member of the Board appointed in terms of regulation 7 of the Proclamation or a member of the Board acting in that capacity;

(iv) "committee" means any committee appointed by the Board in terms of regulation 18 of the Proclamation;

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(vii) "Proklamasie" die Transkeise Dorperaadproklamasie, 1970 (Proklamasie R. 41 van 20 Februarie 1970);

(viii) "Raad" die Raad wat ingevolge regulasie 4 van die Proklamasie ingestel is en ook 'n komitee benoem ingevolge regulasie 18 van die Proklamasie, 'n plaaslike komitee gemeld in regulasie 22 daarvan of enige beampte in diens van die Raad wat optree kragtens bevoegdheid wat in die Raad in verband met hierdie regulasies berus en wat by regulasie 23 van die Proklamasie aan hom gedelegeer is;

(ix) "sekretaris" die werknemer aangestel deur die Raad ingevolge regulasie 17 (1) (a) van die Proklamasie of enige werknemer wat in daardie hoedanigheid waarneem;

(x) "tydelike werknemer" 'n Blanke werknemer wat nie 'n permanente werknemer is nie;

(xi) "vereniging" die Suid-Afrikaanse Vereniging van Munisipale Werknemers (nie-politiek);

(xii) "voorsitter" die lid van die Raad aangestel ingevolge regulasie 7 van die Proklamasie of 'n lid van die Raad wat in daardie hoedanigheid optree;

(xiii) "werknemer" 'n Blanke persoon in diens van die Raad wat besoldiging ontvang of daarop geregtig is, en het enige ander woord of uitdrukking waaraan 'n betekenis in die Proklamasie geheg is daardie betekenis.

Toepassing van Regulasies

2. Hierdie regulasies is nie van toepassing op 'n tydelike werknemer wat in diens geneem is vir 'n beperkte tydskedule van hoogstens vyf maande of op 'n werknemer wie se indiensneming by wyse van 'n spesiale kontrak gereël is nie.

Aanstelling, Bevordering en Verplasing

3. (1) Behoudens die bepalinge van regulasie 17 van die Proklamasie, word die aanstelling, bevordering of verplasing van alle werknemers deur die Raad gedoen.

(2) 'n Werknemer kan slegs tot 'n vakante pos bevorder word.

(3) Die bevordering van 'n werknemer tot 'n vakante pos word deur die Raad oorweeg.

(4) 'n Vakante pos word binne 'n redelike tyd gevul, tensy die Raad anders besluit.

(5) By die aanstelling van 'n werknemer in 'n permanente en voltijdse hoedanigheid in 'n pos op die vaste diensstaat van die Raad, betaal die Raad die vervoerkoste ten opsigte van die werknemer se persoonlike besittings vanaf sy woonplek tot by die plek van sy indiensneming. Met dien verstande dat indien sodanige werknemer die Raad se diens verlaat binne een jaar na sy aanstelling, die totale vervoerkoste deur die Raad verhaal kan word.

(6) Kwotasies van minstens drie vervoerkontraheurs, met aanduiding van watter kontrakteur verkies word, moet verkry word en aan die sekretaris voorgelê word vir goedkeuring.

Proefaanstelling

4. (1) Die eerste vaste aanstelling in die Raad se diens of enige heraanstelling daarna is onderworpe aan 'n proefdiens tydperk van ses maande wat die Raad na goedgee kan verleng.

(2) Die Raad bekragtig nie 'n aanstelling of heraanstelling ingevolge subregulasie (1) nie, tensy die hoof van die departement verklaar het dat gedurende die proefdiens tydperk die bekleër van die pos sy pligte noudtend vervul het, sy gedrag bevredigend was, en dat hy in alle opsigte geskik en bevoeg is vir aanstelling daarin.

(v) "employee" means a White person in the service of the Board who receives remuneration or is entitled thereto;

(vi) "head of a department" or "head of the department" means an employee who is responsible to the secretary for the administration of a department or who is acting in that capacity;

(vii) "month" means a period extending from the first to the last day of any of the 12 calendar months of the year, both days inclusive;

(viii) "normal hours of work" means those hours of attendance fixed by the Board in terms of regulation 12;

(ix) "Proclamation" means the Proclamation on the Transkeian Townships Board, 1970 (Proclamation R. 41 of 20 February 1970);

(x) "permanent employee" means a White employee appointed in a permanent and full-time capacity to a post on the fixed establishment of the Board and includes an employee appointed to such post for a probationary period;

(xi) "public holiday" means a holiday as determined in the First Schedule to the Public Holidays Act, 1952;

(xii) "secretary" means the employee appointed by the Board in terms of regulation 17 (1) (a) of the Proclamation or any employee acting in that capacity;

(xiii) "temporary employee" means a White employee who is not a permanent employee,

and any other word or expression to which a meaning has been assigned in the Proclamation shall bear that meaning.

Application of Regulations

2. These regulations shall not apply to a temporary employee employed for a limited period not exceeding five months or to an employee whose employment has been regulated by means of a special contract.

Appointment, Promotion and Transfer

3. (1) Subject to the provisions of regulation 17 of the Proclamation, the appointment, promotion or transfer of all employees shall be made by the Board.

(2) An employee may be promoted only to a vacant post.

(3) The Board shall consider the promotion of an employee to a vacant post.

(4) A vacant post shall be filled within a reasonable time unless the Board otherwise resolves.

(5) On appointment of an employee in a permanent and full-time capacity to a post on the fixed establishment of the Board, the Board shall pay transport costs in respect of the employee's personal effects from his place of residence to his place of employment: Provided that if such employee terminates his service within one year of his appointment, the total transport costs incurred may be recovered by the Board.

(6) Quotations from at least three cartage contractors, with an indication of the contractor preferred, shall be obtained and submitted to the secretary for approval.

Appointment on Probation

4. (1) The initial permanent appointment to the service of the Board or any reappointment thereafter shall be subject to a probationary period of service of six months which the Board may extend as it may deem fit.

(2) The Board shall not confirm an appointment or reappointment in terms of subregulation (1) unless the head of the department states that, during the probationary period of service, the incumbent of the post fulfilled his duties conscientiously and his conduct was satisfactory, and that he is in all respects suitable and competent for appointment to that post.

Gunsverwing

5. 'n Persoon wat invloed werf met die doel om aan-gestel te word in 'n pos in die Raad se diens word nie vir aanstelling daarin in aanmerking geneem nie. Hierdie bepaling word vermeld in alle advertensies waarin aan-soeke om aanstelling in 'n vakante pos gevra word.

Bewys van Ouderdom, en Geneeskundige Sertifikaat

6. (1) Geen persoon word in die Raad se diens aan-gestel nie, tensy hy tot tevredenheid van die sekretaris die volgende verstrek:

(a) 'n Geboortesertifikaat of, indien hy nie in staat is om sodanige sertifikaat voor te lê nie, enige ander ander bevredigende bewys van sy ouderdom;

(b) 'n verklaring met betrekking tot enige siekte of verstandelike of liggaamlike ongeskiktheid waaraan hy gely het;

(c) 'n onderneming, indien hy nie in staat is om bewys te lewer van geslaagde inenting teen pokkies of dat hy aan pokkies gely het, om hom aan inenting teen pokkies te onderwerp binne 30 dae na die datum van sy aan-vaarding van diens en om bewys van geslaagde inenting of van onvatbaarheid vir inenting te lewer binne 90 dae van genoemde datum; en

(d) 'n sertifikaat betreffende die uitslag van 'n onder-soek deur 'n geneeskundige beampte in die Raad se diens of deur 'n geregistreerde geneesheer deur die Raad goedgekeur waarin gesertifiseer word dat hy vry is van enige verstandelike of liggaamlike gebreke, siekte of swak-heid wat moontlik inbreuk kan maak op die behoor-lyke vervulling van sy pligte of dit nodig kan maak dat hy uit die diens moet tree voordat hy die pensioenleefyd bereik het.

(2) Elke verklaring en onderneming en die uitslag van elke geneeskundige ondersoek wat ingevolge subregulasie (1) vereis word, word verstrek in 'n vorm deur die Raad voorgeskryf.

Woonadres van Werknemer

7. 'n Werknemer verwittig die sekretaris skriftelik van sy woonadres by diensaanvaarding en daarna binne 14 dae nadat hy van adres verander het.

Verplasing van Werknemer

8. (1) Die Raad kan 'n werknemer verplaas na enige plek waar sy dienste nodig is en gee, indien moontlik, hom minstens een maand kennis van sodanige verplasing.

(2) 'n Werknemer in subregulasie (1) bedoel—

(a) word vergoed vir redelike koste aangegaan in verband met sy verplasing, mits die sekretaris vooraf die wyse van vervoer en die uitgawe daaraan verbonde goedgekeur het;

(b) word vir 'n tydperk van hoogstens twee maande vergoed vir geldelike verlies deur hom gely ten opsigte van uitgawes aan huur, etes of inwoning, wat hy regtens verplig is om te betaal;

(c) kan vergoed word vir uitgawe wat hy verplig is om aan te gaan ten opsigte van afsluiting, aansluiting en oorskakeling van huishoudelike elektriese toerusting;

(d) kan vir 'n tydperk van hoogstens een maand vergoed word vir die verskil tussen sy normale huis-houdelike uitgawe en enige buitengewone huishoudelike uitgawe wat hy verplig is om aan te gaan terwyl sy meubels en besittings *in transitu* is.

(3) Die Raad kan 'n werknemer wat as gevolg van 'n verplasing buitengewone uitgawes moet aangaan wat nie by subregulasie (2) (b) of (d) beoog word nie na goed-dunke daarvoor vergoed.

Canvassing

5. Any person who canvasses with a view to appoint-ment to a post in the service of the Board shall not be considered for appointment thereto. This provision shall be mentioned in all advertisements in which applications for appointment to a vacant post are invited.

Proof of Age, and Medical Certificate

6. (1) No persons shall be appointed to the service of the Board unless he has furnished the following to the satisfaction of the secretary:

(a) A birth certificate or, should he not be able to submit such certificate, any other satisfactory proof of age;

(b) a statement with regard to any illness or mental or physical disability from which he has suffered;

(c) an undertaking, should he be unable to furnish proof that he has been successfully vaccinated against or has suffered from smallpox, to submit himself to vaccination against smallpox within 30 days of the date of his assumption of duty and to furnish proof of successful vaccination or immunity within 90 days of the said date; and

(d) a certificate regarding the result of an examination by a medical officer in the service of the Board or by a registered medical practitioner approved by the Board; certifying him to be free from any mental or physical defects, illness or infirmity which could possibly inter-fere with the proper discharge of his duties or which could necessitate his retirement from service before attaining pensionable age.

(2) Every statement and undertaking and the result of every medical examination required in terms of subregu-lation (1) shall be furnished on a form prescribed by the Board.

Residential Address of Employee

7. An employee shall inform the secretary, in writing, of his residential address on assumption of duty and sub-sequently within 14 days of a change of address.

Transfer of Employee

8. (1) The Board may transfer an employee to any place where his services are required and if possible shall give him one month's notice of such transfer.

(2) An employee contemplated in subregulation (1)—

(a) shall be compensated for reasonable expenses incurred in connection with his transfer, provided the secretary has approved beforehand of the means of transport and the expenditure involved;

(b) shall be compensated for a period not exceeding two months for financial loss suffered by him in respect of rent, boarding or lodging expenses which he is legally bound to pay;

(c) may be compensated for expenditure which he is forced to incur in respect of the disconnecting, connect-ing and changing over of domestic electrical equipment;

(d) may be compensated for a period not exceeding one month in respect of the difference between his normal domestic expenditure and any abnormal domes-tic expenditure which he is forced to incur while his furniture and belongings are in transit.

(3) The Board may compensate an employee who as a result of a transfer incurs abnormal expenditure not con-templated in subregulation (2) (b) or (d) as it may deem fit.

Vroulike Werknemer wat in die Huwelik Tree

9. Voordat 'n vroulike werknemer in die huwelik tree, stel sy die sekretaris skriftelik in kennis van die datum daarvan en sodanige vroulike werknemer kan na haar huwelik met die goedkeuring van die Raad in diens van die Raad bly op voorwaardes deur die Raad bepaal.

Beëindiging van Diens

10. (1) Behoudens enige ander wetsbepalings, kan die diens van 'n permanente werknemer beëindig word—

(a) op grond van afskaffing van sy pos of vermindering of reorganisasie van personeel of ten einde verbetering in doeltreffendheid of organisasie aan te bring;

(b) op grond van wangedrag soos hierin bepaal;

(c) in die geval van 'n permanente werknemer wat op proef aangestel is, indien sy dienste na die mening van die Raad onbevredigend is of indien hy ongeskik geag word om in diens van die Raad aan te bly.

(2) Behoudens enige ander wetsbepalings en behalwe in die geval van skuldigbevinding aan wangedrag, word die diens van 'n permanente werknemer beëindig wanneer minstens een maand kennis van beëindiging van diens skriftelik deur hom gegee of ontvang is, na gelang van die geval.

(3) Behoudens enige ander wetsbepalings, word die dienste van 'n tydelike werknemer beëindig ingevolge die voorwaardes wat op sy indienshouding betrekking het.

Aantekening van Werkure

11. Die Raad kan vereis dat 'n werknemer daaglikas die tyd van sy aankoms by en vertrek van sy werkplek aanteken.

Werkure en Oortyd

12. (1) Behoudens enige ander wetsbepalings, is 'n werknemer gedurende die ure en op die dae wat die Raad voorskryf, op diens: Met dien verstande dat die normale werkure per werkweek nie 48 uur oorskry nie.

(2) Behoudens enige ander wetsbepalings, moet 'n werknemer wanneer die Raad, die sekretaris, die hoof van sy departement of enige werknemer onder wie se regstreekse beheer hy geplaas is, as gevolg van dringende diensvereistes dit van hom vereis, tydelik behulpsaam wees op enige plek en in sodanige hoedanigheid as wat versoenbaar is met sy normale pligte of moet hy werk op tye wat verskil van of bykomend is by die werkure deur die Raad bepaal ingevolge subregulasie (1).

(3) Uitgesonderd 'n werknemer wat behoort tot groep A soos bepaal in regulasie 26, word 'n werknemer wat, met die goedkeuring van die sekretaris, langer as die normale werkure werk, behoudens enige wetsbepalings, vir daardie werk besoldig.

(4) 'n Eis om besoldiging vir werk ingevolge subregulasie (3) verrig, word ingedien op 'n wyse soos deur die Raad bepaal en is aan sy goedkeuring onderworpe.

(5) Besoldiging vir werk ingevolge subregulasie (3) verrig, word bereken teen een en een-derde maal 'n werknemer se normale skaal van besoldiging as sodanige werk op enige dag, uitgesonderd 'n Sondag of openbare feesdag, verrig is, en twee keer sy normale skaal van besoldiging as sodanige werk op 'n Sondag of openbare feesdag verrig is.

Uniform, Beskermende Kleding en Persoonlike Uitrusting

13. Aan 'n werknemer word sodanige uniform, beskermende kleding en ander persoonlike uitrusting verskaf as wat nodig is vir die behoorlike vervulling van sy pligte: Met dien verstande dat 'n uniform, beskermende kleding en ander persoonlike uitrusting aan 'n werknemer uitgereik, die eiendom van die Raad bly, behalwe waar die Raad anders besluit.

Female Employee who Marries

9. Before a female employee marries she shall inform the secretary, in writing, of the date thereof and such female employee may, after her marriage, with the approval of the Board remain in the service of the Board on conditions laid down by the Board.

Termination of Service

10. (1) Subject to the provisions of any other law the service of a permanent employee may be terminated—

(a) on account of the abolition of his post or reduction or reorganisation of staff or in order to effect an improvement in efficiency or organisation;

(b) on account of misconduct as provided for herein;

(c) in the case of a permanent employee appointed on probation, should his services in the opinion of the Board be unsatisfactory or should he be deemed unsuitable to remain in the service of the Board.

(2) Subject to the provisions of any other law and save in the case of conviction of misconduct, the service of a permanent employee shall be terminated when at least one month's notice, in writing, of termination of service has been given or received by him, as the case may be.

(3) Subject to the provisions of any other law the services of a temporary employee shall be terminated in terms of the conditions relating to his employment.

Recording of Hours of Work

11. The Board may require an employee daily to record the time of his arrival at and departure from his place of work.

Hours of Work and Overtime

12. (1) Subject to the provisions of any other law an employee shall be on duty during the hours and on the days laid down by the Board: Provided that the normal hours of work shall not exceed 48 hours per working week.

(2) Subject to the provisions of any other law an employee shall, when as a result of urgent service requirements he is so required by the Board, the secretary, the head of his department or any other employee under whose direct control he has been placed, be temporarily of service at any place and in any such capacity as is reconcilable with his normal duties or work at times different from or additional to the hours of work determined by the Board in terms of subregulation (1).

(3) An employee who, with the approval of the secretary works longer than the normal hours of work, save an employee belonging to class A as determined in regulation 26, shall subject to the provisions of any law, be remunerated for that work.

(4) A claim for remuneration for work performed in terms of subregulation (3) shall be submitted in the manner determined by the Board and shall be subject to its approval.

(5) Remuneration for work performed in terms of subregulation (3), shall be calculated at one and one-third times an employee's normal scale of remuneration if such work has been performed on any day save a Sunday or public holiday and twice his normal scale of remuneration if such work has been performed on a Sunday or public holiday.

Uniform, Protective Clothing and Personal Equipment

13. An employee shall be provided with such uniform, protective clothing and other personal equipment as may be necessary for the proper performance of his duties: Provided that a uniform, protective clothing and other personal equipment issued to an employee shall remain the property of the Board unless the Board otherwise decides.

Griewe en Klagtes

14. As 'n werknemer 'n grief of klagte het wat uit sy diens ontstaan, kan hy die saak skriftelik voorlê aan die hoof van sy departement, wat dan die stappe doen wat hy goed ag en die werknemer onmiddellik skriftelik daarvan in kennis stel. Indien die werknemer nie met die beslissing van die hoof van die departement tevrede is nie, kan hy regstreeks aan die sekretaris skryf. Die sekretaris doen dan die stappe wat hy goed ag en stel die werknemer skriftelik daarvan in kennis. As die werknemer nog nie tevrede is nie, kan hy versoek dat die saak deur die Raad oorweeg word, en die sekretaris lê die saak aan die Raad ter oorweging voor.

Bespreking van Raadsaangeleenthede

15. (1) Geen werknemer, uitgesonderd die sekretaris of 'n hoof van 'n departement, bespreek die aangeleenthede van die Raad met 'n Raadslid nie, tensy die sekretaris of die hoof van 'n departement hom daartoe opdrag of toestemming gegee het.

(2) Slegs deur bemiddeling van die hoof van sy departement rig 'n werknemer versoek tot die Raad oor sake wat hom in sy hoedanigheid as werknemer raak.

Lidmaatskap van die Vereniging

16. (1) Elke werknemer, uitgesonderd die sekretaris en die bekleër van die pos van Hoof- Mediese Gesondheidsbeampte op die datum vermeld in regulasie 50, word, met ingang van daardie datum of die datum waarop hy tot die diens van die Raad toetree, naamlik die laatste datum, lid van die vereniging en bly lid solang hy in die Raad se diens is.

(2) Ledegeld verskuldig aan die vereniging word van 'n lid se besoldiging afgetrek en aan die vereniging betaal.

Werknemer moet Eksemplaar van Regulasies Ontvang

17. Aan elke werknemer word by sy aanstelling 'n afskrif van hierdie regulasies verskaf, tesame met sodanige opdragte wat die sekretaris of die hoof van die departement nodig ag. Die werknemer erken ontvangs daarvan en maak hom deeglik vertrou daarmee.

Tugmaatreëls

18. 'n Permanente werknemer is skuldig aan wangedrag en daar kan met hom ooreenkomstig die bepalings van regulasie 19 gehandel word as hy—

(i) 'n bepaling van hierdie regulasie oortree of versuim om daaraan te voldoen; of

(ii) 'n wettige bevel aan hom gegee deur iemand wat die bevoegdheid het om dit te gee, nie gehoorsaam nie, verontagsaam, opsetlik nie uitvoer nie, of hom deur woord of gedrag aan insubordinasie skuldig maak; of

(iii) nalatig of traag is in die vervulling van sy pligte; of

(iv) hom op skandelijke, onbehoorlike of onbetaamlike wyse gedra; of

(v) behalwe in die vervulling van sy pligte, inligting wat in die loop daarvan verkry is, openbaar maak of gebruik; of

(vi) 'n kriminele misdryf pleeg wat, na die mening van die sekretaris of, in die geval van 'n aanklag teen die sekretaris, na die mening van die voorsitter die Raad skaad; of

(vii) sonder verlof of gegronde rede van diens afwesig is; of

(viii) willens en wetens 'n onjuiste of valse verklaring maak om hom in sy amp te bevoordeel of om die Raad se diens te benadeel of daaraan afbreuk te doen; of

Grievances and Complaints

14. If an employee has any grievance or complaint arising out of his employment he may submit the matter, in writing, to the head of his department who shall then take such action as he may deem fit and advise the employee thereof, in writing, forthwith. Should the employee be dissatisfied with the decision of the head of the department he may write direct to the secretary. The secretary shall then take such action as he may deem fit and advise the employee thereof, in writing. Should the employee still be dissatisfied he may request that the matter be considered by the Board and the secretary shall submit the matter for consideration to the Board.

Discussion of the Affairs of the Board

15. (1) No employee other than the secretary or a head of a department shall discuss the affairs of the Board with any Board member unless the secretary or the head of a department has ordered or permitted him to do so.

(2) The employee shall make representations to the Board in connection with matters concerning him in his capacity as an employee only through the head of his department.

Membership of the Association

16. (1) Every employee other than the secretary and the incumbent of the post of Chief Medical Officer of Health on the date mentioned in regulation 50, shall, as from that date or the date of entering the service of the Board, whichever be the later date, become and thereafter remain a member of the association for the duration of his employment with the Board.

(2) Subscriptions payable to the association shall be deducted from the member's remuneration and be paid to the association.

Employee to Receive a Copy of the Regulations

17. Upon appointment each employee shall be provided with a copy of these regulations together with such instructions as the secretary or the head of the department may deem necessary. The employee shall acknowledge receipt thereof and make himself thoroughly conversant therewith.

Disciplinary Measures

18. A permanent employee shall be guilty of misconduct and may be dealt with in accordance with the provisions of regulation 19 if he—

(i) contravenes any provisions of these regulations or fails to comply therewith; or

(ii) disobeys, disregards or makes wilful default in carrying out a lawful order given him by a person having authority to give such an order or by work or conduct is guilty of insubordination; or

(iii) is negligent or indolent in the discharge of his duties; or

(iv) conducts himself in a disgraceful, improper or unbecoming manner; or

(v) discloses or uses, otherwise than in the discharge of his duties, information acquired in the course thereof; or

(vi) commits a criminal offence which in the opinion of the secretary or, in the case of a charge against the secretary, in the opinion of the chairman may be detrimental to the Board; or

(vii) absents himself from duty without leave or sound cause; or

(viii) knowingly makes an incorrect or false statement to benefit himself in his position or to prejudice or be detrimental to the Board's service; or

(ix) herhaaldelik onder die invloed van bedwelmende drank of versuffende verdowingsmiddels is terwyl hy op diens is of wanneer hy hom vir diens aanmeld of moet aanmeld, of wat herhaaldelik bedwelmende drank of versuffende verdowingsmiddels dermate gebruik dat hy nie in staat is om sy pligte behoorlik te vervul nie; of

(x) die Raad se eiendom opsetlik of op nalatige wyse beskadig of dit op onbehoorlike of ongeoorloofde wyse gebruik of laat gebruik; of

(xi) deur sy eie toedoen ongeskik of onbekwaam word om sy pligte te vervul.

Tugprocedure

19. (1) (a) Die Raad wys 'n persoon aan wat by 'n aanklag van wangedrag as aanklaer optree en by die ondersoek daarvan die getuienis aanvoer.

(b) Die persoon wat aldus as aanklaer optree, kan enige persoon magtig om by die ondersoek teenwoordig te wees, om getuienis en argumente ter stawing van die aanklag aan te voer en enige persoon wat as getuie vir die verweer opgeroep is, kruisvra.

(2) Sodanige aanklag word by die sekretaris of, in die geval van 'n aanklag teen die sekretaris, by die voorsitter ahangig gemaak.

(3) Die sekretaris of die voorsitter, na gelang van die geval, oorweeg die aanklag en, as hy meen dat daar teen die aangeklaagde opgetree moet word, gee hy aan die aanklaer opdrag om met die aanklag voort te gaan.

(4) Die sekretaris of die voorsitter, na gelang van die geval, kan 'n aangeklaagde in sy diens skors tot dat die ondersoek afgehandel is. 'n Permanente werknemer wat geskors is, is nie op enige besoldiging geregtig nie: Met dien verstande dat die Raad na goeie dinge kan gelas dat, ten opsigte van die tydperk van sodanige skorsing, die geheel of 'n gedeelte van sy besoldiging betaal word.

(5) Binne 14 dae nadat die aanklaer 'n opdrag ingevolge subregulasie (3) gegee, ontvang het, stel hy 'n klagstaat op waarin die aanklag uiteengesit word en laat dit onverwyld aan die aangeklaagde beteken: Met dien verstande dat enige onvermydelike versuim in die opstel van die klagstaat, die aanklag nie ongeldig maak nie.

(6) Die aangeklaagde kan binne sewe dae na die betekening van die aanklag, skriftelik daarop antwoord en as hy op die aanklag skuld beken, kan die Raad bevind dat hy skuldig is aan die wangedrag waarvan hy aangekla is.

(7) Die Raad kan te eniger tyd vóór die voltooiing van die ondersoek na die aanklag, 'n skorsing intrek.

(8) As die aangeklaagde die aanklag ontken, ondersoek die Raad die saak en daar word so gou doenlik met sodanige ondersoek begin.

(9) By die ondersoek het die aangeklaagde die reg om teenwoordig te wees en om aangehoor te word, hetsy persoonlik of deur 'n verteenwoordiger, om enige persoon wat as getuie ter stawing van die aanklag oproep is, te ondervra, omself getuienis af te lê en om ander persone as getuies op te roep.

(10) As die wangedrag waarvan die permanente werknemer aangekla word, neerkom op 'n misdryf waaraan hy deur 'n geregshof skuldig bevind is, is 'n gesertifiseerde afskrif van die bevinding deur daardie hof, nadat vermelde permanente werknemer geïdentifiseer is as die persoon wat in daardie bevinding genoem is, voldoende bewys dat hy skuldig is aan sodanige misdryf, tensy die skuldigbevinding deur 'n hoër hof tersyde gestel is.

(11) Indien die Raad bevind dat die permanente werknemer skuldig is aan die wangedrag waarvan hy aangekla is, kan die Raad, behoudens enige ander wetsbepalings, een of meer van die volgende stappe doen:

(i) Enige skorsing van die aangeklaagde ophef vanaf 'n datum deur die Raad bepaal;

(ii) die aangeklaagde waarsku of berispe;

(ix) is repeatedly under the influence of intoxicating liquor or stupefying drugs while on duty or when reporting for or due to report for duty or repeatedly partakes of intoxicating liquor or stupefying drugs to such an extent that he is unable to discharge his duties properly; or

(x) deliberately or negligently damages or utilises or causes to be utilised in an improper or unlawful manner the property of the Board; or

(xi) through his own fault becomes unsuitable for or incapable of discharging his duties.

Disciplinary Procedure

19. (1) (a) The Board shall designate a person who shall act as prosecutor in a charge of misconduct and shall lead evidence at the inquiry.

(b) The person so acting as prosecutor may authorise any person to be present at the inquiry, to lead evidence and advance arguments in support of the charge and may cross-examine any person called as a witness for the defence.

(2) Such charge shall be lodged with the secretary or, in the case of a charge against the secretary, with the chairman.

(3) The secretary or the chairman, as the case may be, shall consider the charge and if he is of the opinion that action should be taken against the person charged he shall instruct the prosecutor to proceed with the charge.

(4) The secretary or the chairman, as the case may be, may suspend from duty the person charged until such time as the inquiry has been completed. A permanent employee who has been suspended shall not be entitled to any remuneration: Provided that the Board may at its discretion instruct that the whole or a portion of his remuneration be paid in respect of the period of such suspension.

(5) Within 14 days of the prosecutor's receiving an instruction given in terms of subregulation (3), he shall draw up a charge sheet setting out the charge and shall cause it to be served on the person charged without delay: Provided that any unavoidable delay in the drawing up of the charge sheet shall not invalidate the charge.

(6) The person charged may, within seven days of the serving of the charge, reply, in writing, and if he should plead guilty to the charge the Board may find him guilty of the misconduct with which he has been charged.

(7) The Board may at any time prior to the completion of the inquiry into the charge cancel a suspension.

(8) If the person charged pleads not guilty to the charge the Board shall investigate the case and such an investigation shall commence as soon as possible.

(9) At the inquiry the person charged shall have the right to be present and to be heard whether in person or through a representative, to cross-examine any person called as a witness for the prosecution, to give evidence himself and to call other persons as witnesses.

(10) If the misconduct with which the permanent employee is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the finding of that court shall be sufficient proof of his guilt after the said permanent employee has been identified as the person mentioned in that finding, unless his conviction has been set aside by a superior court.

(11) Should the Board find the permanent employee guilty of the misconduct with which he has been charged, it may, subject to the provisions of any other law, take one or more of the following steps:

(i) Lift any suspension of the person charged as from a date determined by the Board;

(ii) caution or reprimand the person charged;

(iii) die aangeklaagde se besoldiging verminder selfs al bring dit verlaging van salarisskaal of rang mee;

(iv) die aangeklaagde uit die diens van die Raad ontslaan, of hom aansê om van 'n bepaalde datum of daaruit te bedank. As die aangeklaagde binne sewe dae nadat hy aangesê is om te bedank, nie bedank nie, word hy met ingang van sodanige bepaalde datum as ontslaan beskou.

Besoldiging

20. Die salaris, loon of enige ander bedrag verskuldig en betaalbaar aan 'n werknemer word betaal ooreenkomstig regulasie 14 van die Raad se Finansiële Regulasies: Met dien verstande dat, wanneer 'n werknemer die diens van die Raad verlaat, sy loon of salaris tot op die datum waarop hy die diens van die Raad verlaat, min aftrekkings, aan hom betaal word: Voorts met dien verstande dat enige ander gelde wat hom mag toekom, binne 14 dae na die datum van uitdienstreding af aan hom betaal word.

21. Wanneer 'n werknemer deur die Raad aangestel word om in 'n hoër pos waar te neem vir 'n aanhelepende tydperk wat langer is as die vakansieverlof aan Groep A ingevolge regulasie 28 (1) toegeken, word aan hom vir die tydperk wat langer is as die vakansieverlof aan vermeldde Groep A toegeken 'n waarnemingstoelae betaal teen 'n skaal per jaar wat gelyk is aan die helfte van die verskil tussen die maksimums van die salarisskaal vir die twee poste.

22. Behoudens die bepalinge van regulasie 23, word die salaris van 'n werknemer jaarliks verhoog met een kerf binne die perke van die skaal wat op hom van toepassing is totdat die maksimum van die betrokke skaal bereik is.

23. (1) As die sekretaris 'n sertifikaat uitreik waarin verklaar word dat 'n werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n verhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige verhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, kan die Raad besluit dat die salaris van sodanige werknemer nie kragtens die bepalinge van regulasie 22 verhoog word nie.

(2) Indien die salaris van 'n werknemer nie kragtens die bepalinge van regulasie 22 verhoog word nie word hy skriftelik van die redes daarvoor verwittig.

(3) Die Raad kan die salarisverhoging van 'n werknemer om die redes uiteengesit in subregulasie (1) vir 'n onbepaalde tyd of vir solank as wat hy dit nodig ag, terughou: Met dien verstande dat die Raad by voorlegging van 'n sertifikaat deur die sekretaris waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (1) bedoel bevredigend was gedurende die tydperk waartydens sy salarisverhoging teruggehou is, 'n salaris aan sodanige werknemer kan toeken teen die kerf waarvolgens hy besoldig sou geword het indien sy salarisverhoging nie teruggehou was nie en so 'n werknemer behou sy verhogingsdatum.

24. Tensy die Raad skriftelik toestem, mag 'n werknemer nie sy reg of eis ten opsigte van loon of salaris of geld wat aan hom deur die Raad verskuldig is of sal word, afstaan of oordra nie.

Verlof

25. Alle verlof verskuldig, toegestaan of geneem, word aangeteken in 'n verlofregister wat onder die beheer is van 'n beampete deur die Raad aangewys en is op alle redelike tye gedurende kantoorure ter insae van 'n werknemer.

(iii) reduce the remuneration of the person charged even if it should entail a reduction in salary scale or rank;

(iv) discharge the person charged or call upon him to resign from the service of the Board as from a specified date. If the person charged does not resign within seven days of being called upon to resign he shall be considered to have been discharged with effect from such specified date.

Remuneration

20. The salary, wages or any other amount due and payable to an employee shall be paid in accordance with regulation 14 of the Board's Financial Regulations: Provided that when an employee leaves the service of the Board his wages or salary less deductions shall be paid to him up to the date on which he leaves the service of the Board: Provided further that any other moneys due to him shall be paid within 14 days of the date of his leaving the service.

21. When an employee is appointed by the Board to act in a higher post for a continuous period in excess of the vacation leave granted to Group A in terms of regulation 28 (1), an acting allowance at a rate per annum equal to one half of the difference between the maximums of the salary scales for the two posts shall be paid to him for the period in excess of the vacation leave granted to the said Group A.

22. Subject to the provisions of regulation 23 the salary of an employee shall be increased annually by one notch within the limits of the scale applicable to him until the maximum of the relevant scale is reached.

23. (1) Should the secretary issue a certificate stating that an employee's conduct in respect of diligence, discipline punctuality or moderation during an incremental period was not satisfactory throughout or that his work during such incremental period was not performed satisfactorily throughout, the Board may resolve that the salary of such employee should not be increased in terms of the provisions of regulation 22.

(2) Should the salary of an employee not be increased in terms of the provisions of regulation 22, he shall be informed, in writing, of the reasons therefor.

(3) The Board may withhold the salary increment of an employee for the reasons set out in subregulation (1) for an indefinite period or for as long as it may deem necessary: Provided that the Board may on submission of a certificate by the secretary stating that the employee's performance of work and conduct in respect of the attributes mentioned in subregulation (1) were satisfactory during the period in which his salary increment was withheld, award a salary to such employee at the notch on which he would have been remunerated had his salary increment not been withheld and such employee shall retain his incremental date.

24. Unless the Board agrees thereto, in writing, an employee shall not cede or assign his right or claim in respect of any wages or salary or money due or to become due to him by the Board.

Leave

25. All leave due, granted or taken shall be entered in a leave register under the control of an officer designated by the Board and shall be open to inspection by an employee at all reasonable times during office hours.

26. Vir die toepassing hiervan word werknemers in die volgende groepe ingedeel:

Groep A.—Werknemers van 'n rang wat minstens gelykstaande is met dié van 'n Senior Administratiewe Beampte.

Groep B.—Werknemers wat nie onder Groep A of C ressorteer nie.

Groep C.—Kwekelinge, vakleerlinge en ander werknemers wat die Raad in hierdie groep insluit.

27. Verlof word ingedeel in vakansie-, siekte- en spesiale verlof.

28. (1) Vakansieverlof word soos volg toegeken:

<i>Groep</i>	<i>Vakansieverlof</i>
A	40 dae per jaar
B	33 dae per jaar
C	26 dae per jaar

(2) Behoudens die bepalinge van subregulasie (4) en regulasie 41, word 'n werknemer op die dag waarop hy 'n diensjaar voltooi met vakansieverlof vir sodanige diensjaar gekrediteer.

(3) Behoudens die bepalinge van regulasie 37 (2), neem 'n werknemer ten opsigte van elke voltooiende diensjaar en voor die end van die diensjaar wat daarop volg minstens twee-derdes van die aantal dae vakansieverlof genoem in subregulasie (1) waarvan minstens 19 dae aaneenlopend moet wees.

(4) Behoudens die bepalinge van subregulasie (3), kan in 'n onvoltooiende diensjaar soveel dae vakansieverlof aan 'n werknemer toegeken word wat altesaam nie meer is nie as een driehonderd-vef-en-sestigste van die aantal dae van sy groep soos vermeld in subregulasie (1), vermenigvuldig met die aantal dae diens voltooi in sodanige jaar.

(5) 'n Werknemer kan op die laaste dag van 'n diensjaar hoogstens 270 dae vakansieverlof tot sy krediet hê en die Raad kan 'n werknemer verplig om alle vakansieverlof tot sy krediet bo 180 dae te neem.

(6) Behalwe met die uitdruklike goedkeuring van die Raad, kan daar nie aan 'n werknemer vakansieverlof van meer as 180 dae toegestaan word in enige tydperk van 18 maande nie.

29. Aan 'n werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte te vervul nie of, indien die geval binne die bestek val van die Ongevalwet, 1941, kan spesiale siekteverlof toegestaan word met besoldiging gelykstaande met die verskil tussen sy volle besoldiging en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings betaalbaar is.

30. (1) Spesiale verlof met volle betaling word toegeken aan 'n werknemer van wie vereis word om basiese militêre opleiding ingevolge die Verdedigingswet, No. 44 van 1957, te ondergaan, onderworpe aan die voorwaarde dat hy, voordat die spesiale verlof begin, skriftelik onderneem om na die Raad se diens terug te keer vir 'n tydperk gelyk aan die duur van sodanige verlof. Indien sodanige onderneming nie verskaf word, word die tydperk van sy afwesigheid vir sodanige militêre opleiding as spesiale verlof sonder betaling beskou.

(2) 'n Werknemer wat 'n onderneming ooreenkomstig subregulasie (1) verskaf het en wat om enige rede hoegenaamd die Raad se diens verlaat voordat hy sy verpligtinge daarkragtens nagekom het, betaal die waarde van die spesiale verlof wat aan hom toegestaan is aan die Raad terug, tensy die Raad anders besluit.

26. For the purposes hereof employees shall be classified in the following groups:

Group A.—Employees of a grade equal at least to that of a Senior Administrative Officer.

Group B.—Employees not falling under Group A or C.

Group C.—Trainees, apprentices and other employees included by the Board in this group.

27. Leave shall be classified as vacation, sick and special leave.

28. (1) Vacation leave shall be granted as follows:

<i>Group</i>	<i>Vacation Leave</i>
A	40 days per annum
B	33 days per annum
C	26 days per annum

(2) Subject to the provisions of subregulation (4) and regulation 41 an employee shall be credited with vacation leave for a year of service on the day on which such year of service is completed.

(3) Subject to the provisions of regulation 37 (2) an employee shall in respect of each completed year of service and before the end of the ensuing year of service take at least two-thirds of the number of days' vacation leave mentioned in subregulation (1), at least 19 days of which shall be consecutive.

(4) Subject to the provisions of subregulation (3) as many days' vacation leave may be granted to an employee in an uncompleted year of service as are not in excess of one three hundred and sixty-fifth of the number of days for his group as mentioned in subregulation (1), multiplied by the number of days of completed service in such year.

(5) An employee may on the last day of a year of service have a maximum of 270 days' vacation leave to his credit and the Board may compel an employee to take all the vacation leave to his credit in excess of 180 days.

(6) Except with the express approval of the Board, not more than 180 days' vacation leave may be granted to an employee during any period of 18 months.

29. Special sick leave on full pay may be granted to an employee who is absent from duty as a result of an injury sustained in an accident arising from his service and occurring in the course thereof or as a result of an illness contracted in the course of or as a result of his service for the period during which he is not capable of discharging his normal duties, or, should the case fall within the scope of the Workmen's Compensation Act, 1941, special sick leave with remuneration and the compensation payable to him in terms of that Act by means of periodic payments, may be granted.

30. (1) Special leave on full pay shall be granted to an employee who is required to undergo basic military training in terms of the Defence Act, No. 44 of 1957, subject to the condition that he shall, prior to the commencement of the special leave, undertake, in writing, to return to the service of the Board for a period equal to the duration of such leave. Should such an undertaking not be furnished, the period of his absence for such military training shall be regarded as unpaid special leave.

(2) An employee who has furnished an undertaking in accordance with subregulation (1) and who leaves the service of the Board for any reason whatsoever before fulfilling his obligation under the undertaking shall repay the value of the special leave granted to him to the Board unless the Board resolves otherwise.

(3) Spesiale verlof word met volle salaris aan 'n werknemer toegestaan—

(a) om na voltooiing van verpligte basiese militêre opleiding, verlengde verpligte militêre opleiding ingevolge die Verdedigingswet, No. 44 van 1957, te ondergaan;

(b) om vrywillige verlengde militêre opleiding ingevolge die Verdedigingswet, No. 44 van 1957, te ondergaan, mits die Raad se goedkeuring vooraf verkry word;

(c) om as 'n reservis in die Suid-Afrikaanse Polisiemag te dien, wanneer hy opgeroep is om voltyds te dien;

(d) om 'n eksamen af te lê wat deur die Raad voorgeskryf of goedgekeur is;

(e) om 'n vergadering of konferensie deur die Raad goedgekeur, by te woon;

(f) om in 'n strafgeding te getuig;

(g) om in opdrag van 'n geneesheer onder kwarantyn te bly.

(4) As spesiale verlof ingevolge subregulasies (1) en (3) (a) en (b) aan 'n werknemer toegeken word, word sy soldy min verpligte afrekkings aan die Raad oorbetal.

31. Die Raad kan onder buitengewone omstandighede met die goedkeuring van die Minister van Bantoe-administrasie en -ontwikkeling spesiale verlof aan 'n werknemer toestaan vir 'n tydperk en op die voorwaardes wat die Raad bepaal.

32. Sonder die goedkeuring van die Raad mag 'n werknemer nie sy dienste hervat voordat die verlof wat aan hom toegeken is, verstryk het nie.

33. Wanneer aan 'n werknemer per abuis maar te goeder trou meer verlof toegestaan en deur hom geneem is as wat hierdie regulasies toelaat, kan sodanige verlof te veel toegestaan, afgetrek word van verlof wat hom later toekom.

34. (1) 'n Permanente werknemer is geregtig op siekteverlof van hoogstens 120 dae met volle betaling en 120 dae met halwe betaling gedurende 'n kringloop van drie jaar en die eerste kringloop begin op die datum waarop sodanige werknemer diens aanvaar het. Met dien verstande dat siekteverlof met volle betaling gedurende sodanige werknemer se eerste 30 dae van diens slegs met die uitdruklike goedkeuring van die Raad toegestaan kan word.

(2) 'n Tydelike werknemer is geregtig op siekteverlof van hoogstens 30 dae met volle betaling en 30 dae met halwe betaling gedurende 'n kringloop van drie jaar en die eerste kringloop begin op die datum waarop sodanige werknemer diens aanvaar het. Met dien verstande dat siekteverlof met volle betaling gedurende sodanige werknemer se eerste 30 dae van diens slegs met die uitdruklike goedkeuring van die Raad toegestaan kan word.

(3) Siekteverlof is nie oplopend nie.

(4) As 'n werknemer al die siekteverlof wat hom toekom geneem het en hy na die mening van 'n geneeskundige beampte in die Raad se diens verdere siekteverlof nodig het, kan die Raad spesiale siekteverlof aan hom toestaan vir 'n tydperk en op die voorwaardes soos deur die Raad bepaal.

(5) 'n Werknemer aan wie siekteverlof met halwe betaling of sonder betaling toegestaan is en wat vakansieverlof tot sy krediet het, kan vakansieverlof neem in plaas van siekteverlof met halwe betaling of sonder betaling.

(6) Indien 'n werknemer vir langer as ses maande weens siekte van diens afwesig is, lê die sekretaris die omstandighede van die geval aan die Raad voor en die Raad kan die komitee wat die Kaapse Gemeenskaplike Munisipale Pensioenfonds (Oos-Kaap) administreer versoek om 'n mediese raad aan te stel om die werknemer te ondersoek

(3) Special leave on full pay shall be granted to an employee—

(a) to undergo extended compulsory military training after completion of the compulsory basic military training in terms of the Defence Act, No. 44 of 1957;

(b) to undergo voluntary extended military training in terms of the Defence Act, No. 44 of 1957, provided the prior approval of the Board is obtained;

(c) to serve as a reservist in the South African Police Force when called upon to serve full-time;

(d) to write an examination prescribed or approved by the Board;

(e) to attend a meeting or conference approved by the Board;

(f) to give evidence in a criminal trial;

(g) to remain in quarantine on the order of a medical practitioner.

(4) If special leave is granted to an employee in terms of subregulations (1) and (3) (a) and (b) his military pay less compulsory deductions shall be paid to the Board.

31. The Board may in exceptional circumstances grant special leave to an employee, with the approval of the Minister of Bantu Administration and Development, for such period and on such conditions as the Board may determine.

32. An employee shall not resume duty before the leave granted to him has expired without the approval of the Board.

33. When more leave than allowed by these regulations is granted erroneously but in good faith and taken by an employee such excess leave granted may be deducted from leave due to him at a later date.

34. (1) A permanent employee shall be entitled to a maximum of 120 days' sick leave on full pay and 120 days on half pay during a cycle of three years and the first cycle shall commence on the date on which such employee assumed duty: Provided that sick leave on full pay during such employee's first 30 days of service may be granted only with the express approval of the Board.

(2) A temporary employee shall be entitled to a maximum of 30 days' sick leave on full pay and 30 days on half pay during the cycle of three years and the first cycle shall commence on the date on which such employee assumed duty: Provided that sick leave on full pay during such employee's first 30 days of service may be granted only with the express approval of the Board.

(3) Sick leave shall not be accumulative.

(4) If an employee has taken all the sick leave due to him and in the opinion of a medical officer in the service of the Board he requires further sick leave the Board may grant special sick leave to him for such period and on such conditions as the Board may determine.

(5) An employee to whom sick leave has been granted on half pay or without pay and who has vacation leave to his credit, may take vacation leave, instead of sick leave on half pay or without pay.

(6) Should an employee be absent from duties for longer than six months as a result of illness, the secretary shall submit the circumstances of the case to the Board and the Board may request the committee administering the Cape Joint Municipal Pension Fund (East Cape) to appoint a medical board to examine the employee

sodat vasgestel kan word of hy onbekwaam is om sy pligte doeltreffend te vervul en ingevolge die bepalings van daardie pensioenfonds weens swak gesondheid afgedank moet word.

(7) As 'n werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekteverlof aan hom toegestaan word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy amptelike pligte waar te neem nie en wat aantoon watter tydperk nodig is vir sy herstel, by die Raad indien: Met dien verstande dat—

(i) die sekretaris of 'n hoof van 'n departement kan eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae en minder ingedien word;

(ii) 'n werknemer wat aansoek om siekteverlof doen, te eniger tyd aangesê kan word om hom deur 'n geregistreerde geneesheer deur die Raad benoem, te laat ondersoek op koste van die Raad;

(iii) enigiens in hierdie subregulasie vervat, nie geag word 'n wysiging te wees van enige bestaande departementele reëlings waarvolgens 'n werknemer vóór die derde dag van sy siekte 'n mediese sertifikaat moet toon nie.

(8) 'n Geregistreerde geneesheer in subregulasie (7) bedoel, sluit 'n tandarts in ten opsigte van 'n tandsweerbreuk van die kakebeen, akute Vincent-ontsteking van die mond of komplikasies as gevolg van die trek van tande soos osteomiëlitis, beenontsteking en sekondêre bloeding.

(9) Geen siekteverlof word toegestaan ten opsigte van neurastenie, slaaploosheid, swakheid of ander minder goed omskrewe siekte of ongesteldheid nie, tensy die Raad daarvan oortuig is dat die werknemer weens sy gesondheidstoestand ongeskik is vir diens.

(10) Die Raad kan op aanbeveling van 'n geneeskundige beaamte deur die Raad aangewys en op koste van die Raad 'n werknemer, wat na die mening van die Raad so ongesteld is dat hy sy pligte nie behoorlik kan vervul nie, verplig om siekteverlof te neem.

(11) Breukdele wat voorkom in die siekteverloftydperk wat ingevolge hierdie regulasies bereken word, word buite rekening gelaat.

35. As 'n werknemer wat met betaalde vakansieverlof afwesig is, siek word of 'n besering opdoen, kan die gedeelte van sy verlof waarin sodanige siekte of ongesteldheid as gevolg van die besering voortduur met die toestemming van die Raad in siekteverlof omgesit word behoudens die bepalings hiervan.

36. (1) Alle aansoeke om verlof geskied skriftelik op die vorm deur die Raad verskaf en die tydperk van of die datum van die aansoek om verlof tot die begin van die verlof (uitgesonderd siekteverlof) mag nie korter as die verloftydperk wees nie: Met dien verstande dat 'n korter tydperk onder buitengewone omstandighede toegelaat kan word.

(2) 'n Aansoek om verlof deur 'n werknemer word by die hoof van die betrokke departement ingedien en deur 'n hoof van 'n departement by die sekretaris.

(3) 'n Werknemer vertrek nie met vakansieverlof of spesiale verlof voordat hy skriftelik meegedeel is dat sy aansoek om verlof goedgekeur is nie.

37. (1) Behoudens enige ander wetsbepalings, kan verlof wat toegestaan is, te eniger tyd deur die Raad ingetrek of uitgestel word as dit in die belang van die Raad nodig geag word. Die betrokke werknemer word deur die Raad vergoed vir onverhaalbare uitgawe of verpligtings deur hom aangegaan voordat hy van die intrekking of uitstel in kennis gestel is. As 'n werknemer wie se verlof onderbreek word, moet reis ten einde diens te hervat, word sy onkoste vir die heen- en die terugreis deur die Raad betaal

in order to ascertain whether he is unfit to discharge his duties efficiently and should be retired in terms of the provisions of that pension fund owing to ill health.

(7) If an employee is absent from duty owing to illness for a continuous period in excess of three days, sick leave may be granted to him only on submission by him to the Board of a certificate from a registered medical practitioner clearly describing the nature of his illness, stating that he is unable to discharge his official duties and indicating the period necessary for his recovery: Provided that—

(i) the secretary or a head of a department may demand that a similar certificate also be submitted in respect of periods of three days and less;

(ii) an employee who applies for sick leave may at any time be required to subject himself to an examination by a registered medical practitioner appointed by the Board and at the expense of the Board;

(iii) anything in this subregulation contained shall not be regarded as an amendment of any departmental arrangements requiring an employee to furnish a medical certificate before the third day of his illness.

(8) A registered medical practitioner contemplated in subregulation (7) includes a dentist in respect of an abscess of a tooth, fracture of the jawbone, acute Vincent infection of the mouth or complications as a result of the extraction of teeth such as osteomyelitis, osteitis and secondary bleeding.

(9) No sick leave shall be granted in respect of neurasthenia, sleeplessness, infirmity or other less well-defined illness or indisposition unless the Board is satisfied that the employee is unfit for duty owing to his state of health.

(10) The Board may on the recommendation of a medical officer designated by and at the expense of the Board, compel an employee who is so indisposed that in the opinion of the Board he cannot discharge his duties properly, to take sick leave.

(11) Fractions occurring in the period of sick leave calculated in terms of these regulations shall not be taken into account.

35. If an employee who is absent on paid vacation leave becomes ill or sustains an injury, the period of his leave during which such illness or indisposition as a result of an injury continues may with the consent of the Board be converted into sick leave subject to the provisions hereof.

36. (1) All applications for leave shall be made, in writing, on the form provided by the Board and the period from the date of the application for leave to the commencement of the leave (other than sick leave) shall not be shorter than the period of leave: Provided that a shorter period may be allowed in exceptional circumstances.

(2) An application for leave by an employee shall be submitted to the head of the department concerned and by a head of a department to the secretary.

(3) An employee shall not proceed on vacation leave or special leave before he has been informed, in writing, that his application for leave has been granted.

37. (1) Subject to the provisions of any other law leave granted may at any time be withdrawn by the Board or be deferred if deemed necessary in the interests of the Board. The employee concerned shall be compensated by the Board for irrecoverable expenditure or commitments incurred by him before being informed of the withdrawal or deferment. If the employee whose leave is interrupted must travel in order to resume duty his expenses for the forward and return journey shall be

en word hy terwyl hy reis, geag op diens te wees. Intrekking of uitstel van verlof wat toegestaan is, word skriftelik bevestig.

(2) Alle verlof word deur die Raad goedgekeur.

(3) Indien 'n werknemer se aansoek om verlof nie goedgekeur word nie of indien dit ingetrek word, word die omstandighede in die verlofregister aangeteken.

(4) Indien 'n werknemer se aansoek om vakansieverlof nie goedgekeur word nie, neem hy sodanige verlof met die goedkeuring van die Raad binne 12 maande na die datum waarop sodanige verlof 'n aanvang sou geneem het.

38. 'n Werknemer aan wie verlof kragtens regulasie 28 (3) toegestaan is, is daarop geregtig om op die laaste dag waarop hy diens doen voordat sodanige verlof 'n aanvang neem, die salaris of loon te ontvang wat anders gedurende die tydperk ten opsigte waarvan aan hom verlof toegestaan is, aan hom betaal sou word.

39. (1) By beëindiging van diens—

(i) word die werknemer met 'n pro-rata-deel van vakansieverlof ten opsigte van 'n onvoltooide jaar van diens gekrediteer; en

(ii) word die waarde van vakansieverlof wat tot sy krediet staan met 'n maksimum van 180 dae aan die werknemer betaal, of as diens weens dood beëindig word, aan sy eggenote of anders aan sy boedel.

(2) Behoudens die bepalinge van subregulasie (1), word geen salaris, loon of toelae aan 'n werknemer in die plek van verlof betaal nie.

40. Al die dae wat in 'n tydperk van verlof val, word as verlof gereken.

41. Afwesigheid van verlof sonder betaling word nie as diens vir verlofdoeleindes en die vasstelling van 'n salarisverhogingsdatum beskou nie.

Algemeen

42. Elke werknemer wy hom geheel en al aan die diens van die Raad en die vervulling van sy amptelike pligte gedurende sy werkure. Hy mag nie gedurende sy werkure sonder die toestemming van die hoof van die departement of 'n beampte deur die Raad aangewys van sy werk afwesig wees of andersins aandag aan sy persoonlike sake skenk nie.

43. 'n Werknemer mag nie sonder die uitdruklike toestemming van die Raad aan enige Blanke of Nie-Blanke werknemers of dienaars van die Raad vir persoonlike doeleindes gedurende hul werkure werk opdra of toelaat dat hulle werk tot voordeel van genoemde werknemer verrig nie ongeag of sodanige werknemers of dienaars deur die werknemer daarvoor besoldig word.

44. Alle geïd of betalings deur 'n werknemer ontvang uit hoofde daarvan dat hy namens die Raad in watter hoedanigheid ook al opgetree het of ten opsigte van dienste gedurende werkure gelewer, word in die inkomste van die Raad betaal, tensy die Raad anders besluit.

45. 'n Werknemer mag nie sonder die uitdruklike toestemming van die Raad werk waarvoor besoldiging ontvang word, verrig nie.

46. Elke werknemer is verantwoordelik vir die behoorlike en doeltreffende vervulling van die pligte wat aan hom opgedra is.

47. (1) 'n Werknemer mag nie sonder goedkeuring van sy diens afwesig wees nie, sy vasgestelde werkure verander nie of sy pligte met 'n ander werknemer omruil nie.

(2) In die geval van siekte rapporteer 'n werknemer onverwyl die omstandighede aan die hoof van sy departement of sy verteenwoordiger, en, in die geval van 'n hoof van 'n departement, aan die sekretaris.

48. Uitgesonderd in die geval van amptelike pligte wat onder direkte toesig vervul word, mag 'n werknemer nie sonder die voorafverkreë toestemming van die hoof van

paid by the Board and he shall be regarded being on duty while travelling. Withdrawal or deferment of leave which has been granted shall be confirmed in writing.

(2) All leave shall be approved by the Board.

(3) Should an employee's application for leave not be granted or should it be cancelled, the circumstances shall be recorded in the leave register.

(4) Should an employee's application for vacation leave not be granted, he shall take such leave with the approval of the Board within 12 months of the date on which such leave would have commenced.

38. An employee to whom leave is granted in terms of regulation 28 shall be entitled to receive the salary or wages which would otherwise have been paid to him during the period in respect of which leave was granted to him, on the last day of service before the commencement of such leave.

39. (1) On termination of service—

(i) a pro rata portion of vacation leave in respect of an incomplete year of service shall be credited to the employee; and

(ii) the value of vacation leave to his credit up to a maximum of 180 days shall be paid to the employee, or if service is terminated by death, to his wife or otherwise to his estate.

(2) Subject to the provisions of subregulation (1) no salary, wages or allowance shall be paid to an employee in lieu of leave.

40. All the days falling within a period of leave shall be counted as leave.

41. Leave of absence without pay shall not be regarded as service for leave purposes and determination of an incremental date.

General

42. Every employee shall devote himself wholly to the service of the Board and the discharge of his official duties during his hours of work. He shall not be absent from his work during hours of work without the permission of the head of the department or an officer designated by the Board or otherwise devote himself to personal affairs.

43. An employee shall not entrust to or allow work to be done by any employees or servants of the Board during their hours of work for personal purposes or to the advantage of the said employee without the express permission of the Board, whether or not such employees or servants are remunerated by the employee.

44. All moneys or payments received by an employee on account of having acted for the Board in any capacity whatsoever or in respect of services rendered during hours of work, shall be paid into the revenue of the Board unless the Board resolves otherwise.

45. An employee shall not without the express permission of the Board, perform any remunerative work.

46. Every employee shall be responsible for the proper and efficient discharge of the duties assigned to him.

47. (1) An employee shall not be absent from duty without approval, shall not change his fixed hours of work or exchange duties with some other employee.

(2) In the case of illness an employee shall report the circumstances forthwith to the head of his department or his representative, and in the case of a head of a department, to the secretary.

48. Except in the case of official duties discharged under direct supervision, an employee shall not without the prior consent of the head of his department, use

sy departement eiendom of goedere van die Raad gebruik nie en mag dit nie van die Raad se persele verwyder nie of toelaat dat dit gebruik of verwyder word nie.

49. Uitgesonderd in die vervulling van sy amptelike pligte mag 'n werknemer nie aktief aan die verkiesing van plaaslike komiteede deelneem nie, hetsy deur openbare toesprake of geskrifte, of deur lid te wees van 'n komitee wat die bevordering of voorkoming van die verkiesing aan 'n bepaalde kandidaat tot die plaaslike komitee ten doel het.

50. Die regulasies word van krag met ingang van 1 November 1970.

No. R. 450

24 Maart 1972

TRANSKEISE DORPERAAD.—PERSONEEL-REGULASIES VIR BANTOEWERKNEMERS VAN DIE RAAD

Kragtens die bevoegdheid my verleen by regulasie 13 (1) (c) van die Transkeise Dorperaadproklamasie, 1970 (Proklamasie R. 41 van 1970), vaardig ek, Michiel Coenraad Botha, Minister van Bantoe-administrasie en -ontwikkeling, hierby die regulasies uit wat in die Bylae hiervan vervat is.

M. C. BOTHA, Minister van Bantoe-administrasie en -ontwikkeling.

(Lêer A216/2)

BYLAE

TRANSKEISE DORPERAAD PERSONEELREGULASIES VIR BANTOEWERKNEMERS

Woordomskrywing

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(i) "hoof van 'n departement" of "hoof van die departement" 'n werknemer wat aan die sekretaris verantwoordelik is vir die administrasie van 'n departement of wat in daardie hoedanigheid waarneem;

(ii) "komitee" enige komitee wat deur die Raad ingevolge regulasie 18 van die Proklamasie benoem word;

(iii) "maand" 'n tydperk wat van die eerste tot die laaste dag, albei dae inbegrepe, van engeen van die 12 kalendermaande van die jaar strek;

(iv) "normale werke" daardie ure van bywoning soos deur die Raad bepaal ingevolge regulasie 12;

(v) "openbare feesdag" 'n feesdag soos bepaal in die Eerste Bylae van die Wet op Openbare Feesdae, 1952;

(vi) "permanente werknemer" 'n Bantoe-werknemer aangestel in 'n permanente en voltydse hoedanigheid in 'n pos op die vaste diensstaat van die Raad en ook 'n werknemer wat vir 'n proeftydperk in sodanige pos aangestel is;

(vii) "Proklamasie" die Transkeise Dorperaad Proklamasie, 1970 (Proklamasie R. 41 van 20 Februarie 1970);

(viii) "Raad" die Raad wat ingevolge regulasie 4 van die Proklamasie ingestel is en ook 'n komitee benoem ingevolge regulasie 18 van die Proklamasie, 'n plaaslike komitee gemeld in regulasie 22 daarvan of enige beampte in diens van die Raad wat optree kragtens bevoegdheid wat in die Raad in verband met hierdie regulasies berus en wat by regulasie 23 van die Proklamasie aan hom gedelegeer is;

(ix) "sekretaris" die werknemer aangestel deur die Raad ingevolge regulasie 17 (1) (a) van die Proklamasie of enige werknemer wat in daardie hoedanigheid waarneem;

(x) "tydelike werknemer" 'n Bantoe-werknemer wat nie 'n permanente werknemer is nie;

or cause to be used or remove or cause to be removed property or goods belonging to the Board from the premises of the Board.

49. Except in the discharge of his official duties an employee shall not take an active part in the election of committee members, whether by public speeches or documents, or by being a member of a committee the object of which is to promote or prevent the election of a particular candidate to the local committee.

50. These regulations shall take effect from 1 November 1970.

No. R. 450

24 March 1972

TRANSKEIAN TOWNSHIPS BOARD.—STAFF REGULATIONS FOR BANTU EMPLOYEES OF THE BOARD

By virtue of the powers vested in me by Regulation 13 (1) (c) of the Transkeian Townships Board Proclamation, 1970 (Proclamation R. 41 of 1970), I, Michiel Coenraad Botha, Minister of Bantu Administration and Development, hereby publish the regulations set out in the Schedule hereto.

M. C. BOTHA, Minister of Bantu Administration and Development.

(File A216/2)

SCHEDULE

TRANSKEIAN TOWNSHIPS BOARD STAFF REGULATIONS.—BANTU EMPLOYEES

Definitions

1. In these regulations, unless the context indicates otherwise—

(i) "Board" means the Board established in terms of regulation 4 of the Proclamation and includes a committee appointed in terms of regulation 18 of the Proclamation, a local committee mentioned in regulation 22 thereof or any officer employed by the Board acting by virtue of powers vested in the Board in connection with these regulations and delegated to him in terms of regulation 23 of the Proclamation;

(ii) "chairman" means the member of the Board appointed in terms of regulation 7 of the Proclamation or a member of the Board acting in that capacity;

(iii) "committee" means any committee appointed by the Board in terms of regulation 18 of the Proclamation;

(iv) "employee" means a Bantu person in the service of the Board who receives remuneration or is entitled thereto;

(v) "head of a department" or "head of the department" means an employee who is responsible to the secretary for the administration of a department or who is acting in that capacity;

(vi) "month" means a period extending from the first to the last day of any of the 12 calendar months of the year, both days inclusive;

(vii) "normal hours of work" means those hours of attendance fixed by the Board in terms of regulation 12;

(viii) "Proclamation" means the Transkeian Townships Board Proclamation, 1970 (Proclamation R. 41 of 20 February 1970);

(ix) "permanent employee" means a Bantu employee appointed in a permanent and full-time capacity to a post on the fixed establishment of the Board and includes an employee appointed to such post for a probationary period;

(x) "public holiday" means a holiday as determined in the First Schedule to the Public Holidays Act, 1952;

(xi) "voorsitter" die lid van die Raad aangestel ingevolge regulasie 7 van die Proklamasie of 'n lid van die Raad wat in daardie hoedanigheid optree;

(xii) "werknemer" 'n Bantoespersoon in diens van die Raad wat besoldiging ontvang of daarop geregtig is; en het enige ander woord of uitdrukking waaraan 'n betekenis in die Proklamasie geheg is daardie betekenis.

Toepassing van Regulasies

2. Hierdie regulasies is nie van toepassing op 'n tydelike werknemer wat in diens geneem is vir 'n beperkte tydsterm van hoogstens vyf maande of op 'n werknemer wie se indiensneming by wyse van 'n spesiale kontrak gereël is nie.

Aanstelling, Bevordering en Verplasing

3. (1) Behoudens die bepalings van regulasie 17 van die Proklamasie, word die aanstelling, bevordering of verplasing van alle werknemers deur die Raad gedoen.

(2) 'n Werknemer kan slegs tot 'n vakante pos bevorderd word.

(3) Die bevordering van 'n werknemer tot 'n vakante pos word deur die Raad oorweeg.

(4) 'n Vakante pos word binne 'n redelike tyd gevul tensy die Raad anders besluit.

(5) By die aanstelling van 'n werknemer in 'n permanente en voltydse hoedanigheid in 'n pos op die vaste diensstaat van die Raad, betaal die Raad die vervoerkoste ten opsigte van die werknemer se persoonlike besittings tot en met 'n maksimum van R50 vanaf sy woonplek tot by die plek van sy indiensneming. Met dien verstande dat indien sodanige werknemer se diens beëindig word binne een jaar na sy aanstelling, die totale vervoerkoste deur die Raad verhaal kan word.

(6) Kwotasies van minstens drie vervoerkontraakteurs, met aanduiding van watter kontrakteur verkies word moet verkry word en aan die sekretaris voorgelê word vir goedkeuring.

Proefaanstelling

4. (1) Die eerste vaste aanstelling in die Raad se diens of enige heraanstelling daarna is onderworpe aan 'n proefdiens tydperk van ses maande wat die Raad na goeddunke kan verleng.

(2) Die Raad bekragtig nie 'n aanstelling of heraanstelling ingevolge subregulasie (1) nie, tensy die hoof van die departement verklaar het dat gedurende die proefdiens tydperk die bekleër van die pos sy pligte nousettend vervul het, dat sy gedrag bevredigend was, en dat hy in alle opsigte geskik en bevoeg is vir aanstelling daarin.

Gunsverwing

5. 'n Persoon wat invloerd werf met die doel om aangestel te word in 'n pos in die Raad se diens word nie vir aanstelling daarin in aanmerking geneem nie. Hierdie bepaling word vermeld in alle advertensies waarin aansoeke om aanstelling in 'n vakante pos gevra word.

Bewys van Ouderdom en Geneeskundige Sertifikaat

6. (1) Geen persoon word in die Raad se diens aangestel nie, tensy hy tot tevredenheid van die sekretaris die volgende verstrek:

(a) 'n Geboortesertifikaat of, indien hy nie in staat is om sodanige sertifikaat voor te lê nie, enige ander bevredigende bewys van sy ouderdom;

(b) 'n verklaring met betrekking tot enige siekte of verstandelike of liggaamlike ongeskiktheid waaraan hy gely het;

(c) 'n onderneming, indien hy nie in staat is om bewys te lewer van geslaagde inenting teen pokkies of dat hy aan pokkies gely het, om hom aan inenting teen pokkies

(xi) "secretary" means the employee appointed by the Board in terms of regulation 17 (1) (a) of the Proclamation or any employee acting in that capacity;

(xii) "temporary employee" means a Bantu employee who is not a permanent employee;

and any other word or expression to which a meaning has been assigned in the Proclamation shall bear that meaning.

Application of Regulations

2. These regulations shall not apply to a temporary employee employed for a limited period not exceeding five months or to an employee whose employment has been regulated by means of a special contract.

Appointment, Promotion and Transfer

3. (1) Subject to the provisions of regulation 17 of the Proclamation, the appointment, promotion or transfer of all employees shall be made by the Board.

(2) An employee may be promoted only to a vacant post.

(3) The Board shall consider the promotion of an employee to a vacant post.

(4) A vacant post shall be filled within a reasonable time unless the Board otherwise resolves.

(5) On appointment of an employee in a permanent and full-time capacity to a post on the fixed establishment of the Board, the Board shall pay transport costs to a maximum of R50 in respect of the employee's personal effects from his place of residence to his place of employment: Provided that if such employee's service is terminated within one year of his appointment, the total transport costs incurred may be recovered by the Board.

(6) Quotations, from at least three cartage contractors, with an indication of the contractor preferred, shall be obtained and submitted to the secretary for approval.

Appointment on Probation

4. (1) The initial permanent appointment to the service of the Board or any reappointment thereafter shall be subject to a probationary period of service of six months which the Board may extend as it may deem fit.

(2) The Board shall not confirm an appointment or reappointment in terms of subregulation (1) unless the head of the department states, during the probationary period of service, that the incumbent of the post fulfilled his duties conscientiously and his conduct was satisfactory, and that he is in all respects suitable and competent for appointment to that post.

Canvassing

5. Any person who canvasses with a view to appointment to a post in the service of the Board shall not be considered for appointment thereto. This provision shall be mentioned in all advertisements in which applications for appointment to a vacant post are invited.

Proof of Age, and Medical Certificate

6. (1) No person shall be appointed to the service of the Board unless he has furnished the following to the satisfaction of the secretary:

(a) A birth certificate or, should he not be able to submit such certificate, any other satisfactory proof of age;

(b) a statement with regard to any illness or mental or physical disability from which he has suffered;

(c) an undertaking, should he be unable to furnish proof that he has been successfully vaccinated against or has suffered from smallpox, to submit himself to vaccination

te onderwerp binne 30 dae na die datum van sy aanvaarding van diens en om bewys van geslaagde inenting of van onvatbaarheid vir inenting te lewer binne 90 dae van genoemde datum; en

(d) 'n sertifikaat betreffende die uitslag van 'n ondersoek deur 'n geneeskundige beamppte in die Raad se diens of deur 'n geregistreerde geneesheer deur die Raad goedgekeur, waarin gesertifiseer word dat hy vry is van enige verstandelike of liggaamlike gebreke, siekte of swaakheid wat moontlik inbreuk kan maak op die behoorlike vervulling van sy pligte of dit nodig kan maak dat hy uit die diens moet tree voordat hy die pensioenleeftyd bereik het.

(2) Elke verklaring en onderneming en die uitslag van elke geneeskundige ondersoek wat ingevolge subregulasie (1) vereis word, word verstrek in 'n vorm deur die Raad voorgeskryf.

Woonadres van Werknemer

7. 'n Werknemer verwittig die sekretaris skriftelik van sy woonadres by diensaankoms en daarna binne 14 dae nadat hy van adres verander het.

Verplasing van Werknemer

8. (1) Die Raad kan 'n werknemer verplaas na enige plek waar sy dienste nodig is en gee, indien moontlik, hom minstens een maand kennis van sodanige verplasing.

(2) 'n Werknemer in subregulasie (1) bedoel, word vergoed vir redelike koste aangegaan in verband met sy verplasing, mits die sekretaris vooraf die wyse van vervoer en die uitgawe daaraan verbonde goedgekeur het.

(3) Die Raad kan 'n werknemer wat as gevolg van 'n verplasing buitengewone uitgawes moet aangaan na goedgekeurde daarvoor vergoed.

Vroulike Werknemer wat in die Huwelik Tree

9. Voordat 'n vroulike werknemer in die huwelik tree, stel sy die sekretaris skriftelik in kennis van die datum daarvan en 'n sodanige vroulike werknemer kan, na haar huwelik, met die goedkeuring van die Raad in diens van die Raad bly op voorwaardes deur die Raad bepaal.

Beëindiging van Diens

10. (1) Behoudens enige ander wetsbepalings, kan die diens van 'n permanente werknemer beëindig word—

(a) op grond van afskaffing van sy pos of vermindering of reorganisasie van personeel of ten einde verbetering in doeltreffendheid of organisasie aan te bring;

(b) op grond van wangedrag soos hierin bepaal;

(c) in die geval van 'n permanente werknemer wat op proef aangestel is, indien sy dienste na die mening van die Raad onbevredigend is of indien hy ongeskik geag word om in diens van die Raad aan te bly.

(2) Behoudens enige ander wetsbepalings en behalwe in die geval van skuldigebevinding aan wangedrag, word die diens van 'n permanente werknemer beëindig wanneer minstens een maand kennis van beëindiging van diens skriftelik deur hom gegee of ontvang is, na gelang van die geval.

(3) Behoudens enige ander wetsbepalings, word die dienste van 'n tydelike werknemer beëindig ingevolge die voorwaardes wat op sy indienshouding betrekking het.

Aantekening van Werkure

11. Die Raad kan vereis dat 'n werknemer daaglik die tyd van sy aankoms by en vertrek van sy werkplek aanteken.

Werkure en Oortyd

12. (1) Behoudens enige ander wetsbepalings, is 'n werknemer gedurende die ure en op die dae wat die Raad voorskryf, op diens: Met dien verstande dat die normale werkure per werkweek nie 48 uur oorskryf nie.

against smallpox within 30 days of the date of his assumption of duty and to furnish proof of successful vaccination or immunity within 90 days of the said date; and

(d) a certificate regarding the result of an examination by a medical officer in the service of the Board or by a registered medical practitioner approved by the Board, certifying him to be free from any mental or physical defects, illness or infirmity which could possibly interfere with the proper discharge of his duties or which could necessitate his retirement from service before attaining pensionable age.

(2) Every statement and undertaking and the result of every medical examination required in terms of subregulation (1) shall be furnished on a form prescribed by the Board.

Residential Address of Employee

7. An employee shall inform the secretary, in writing, of his residential address on assumption of duty and subsequently within 14 days of a change of address.

Transfer of Employee

8. (1) The Board may transfer an employee to any place where his services are required and if possible shall give him one month's notice of such transfer.

(2) An employee contemplated in subregulation (1) shall be compensated for reasonable expenses incurred in connection with his transfer, provided secretary has approved beforehand of the means of transport and the expenditure involved.

(3) The Board may compensate an employee who as a result of a transfer incurs abnormal expenditure, as it may deem fit.

Female Employee who Marries

9. Before a female employee marries she shall inform the secretary, in writing, of the date thereof and such female employee may, after her marriage, with the approval of the Board remain in the service of the Board on conditions laid down by the Board.

Termination of Service

10. (1) Subject to the provisions of any other law the service of a permanent employee may be terminated—

(a) on account of the abolition of his post or reduction or reorganisation of staff or in order to effect an improvement in efficiency or organisation;

(b) on account of misconduct as provided for herein;

(c) in the case of a permanent employee appointed on probation, should his services in the opinion of the Board be unsatisfactory or should he be deemed unsuitable to remain in the service of the Board.

(2) Subject to the provisions of any other law and save in the case of conviction of misconduct, the service of a permanent employee shall be terminated when at least one month's notice, in writing, of termination of service has been given or received by him, as the case may be.

(3) Subject to the provisions of any other law the services of a temporary employee shall be terminated in terms of the conditions relating to his employment.

Recording of Hours of Work

11. The Board may require an employee daily to record the time of his arrival at and departure from his place of work.

Hours of Work and Overtime

12. (1) Subject to the provisions of any other law an employee shall be on duty during the hours and on the days laid down by the Board: Provided that the normal hours of work shall not exceed 48 hours per working week.

(2) Behoudens enige ander wetsbepalings, moet 'n werknemer, wanneer deur die Raad, die sekretaris, die hoof van sy departement of deur enige werknemer onder wie se regstreekse beheer hy geplaas is, as gevolg van dringende diensvereistes dit van hom vereis, tydelik behulpsaam wees op enige plek en in sodanige hoedanigheid as wat versoenbaar is met sy normale pligte of moet hy werk op tye wat verskil van of bykomend is by die werkure deur die Raad bepaal ingevolge sub-regulasie (1).

Uniform, Beskermerende Kleding en Persoonlike Uitrusting

13. Aan 'n werknemer word sodanige uniform, beskermerende kleding en ander persoonlike uitrusting verskaf as wat nodig is vir die behoorlike uitvoering van sy diens: Met dien verstande dat 'n uniform, beskermerende kleding en ander persoonlike uitrusting aan die werknemer uitgereik, die eiendom van die Raad bly, behalwe waar die Raad anders besluit.

Griewe en Klagtes

14. As 'n werknemer 'n grief of klagte het wat uit sy diens ontstaan kan hy die saak skriftelik voorlê aan die hoof van sy departement, wat dan die stappe doen wat hy goed ag en die werknemer onmiddellik skriftelik daarvan in kennis stel. Indien die werknemer nie met die beslissing van die hoof van die departement tevrede is nie, kan hy regstreeks aan die sekretaris skryf. Die sekretaris doen dan die stappe wat hy goed ag en stel die werknemer skriftelik daarvan in kennis. As die werknemer nog nie tevrede is nie, kan hy versoek dat die saak deur die Raad oorweeg word, en die sekretaris lê die saak aan die Raad ter oorweging voor.

Bespreking van Raadsaangeleenthede

15. (1) Geen werknemer, uitgesonderd die sekretaris of 'n hoof van 'n departement, bespreek die aangeleenthede van die Raad met 'n Raadslid nie, tensy die sekretaris of die hoof van 'n departement hom daartoe opdrag of toestemming gegee het.

(2) Slegs deur bemiddeling van die hoof van sy departement rig 'n werknemer vertoë tot die Raad oor sake wat hom in sy hoedanigheid van werknemer raak.

Werknemer Ontvang Eksemplaar van Regulasies

16. Aan elke werknemer word by sy aanstelling 'n afskrif van hierdie regulasies verskaf, tesame met sodanige opdragte wat die sekretaris of die hoof van die departement nodig ag. Die werknemer erken ontvangs daarvan en maak hom deeglik vertrouwd daarmee.

Tugmaatreëls

17. 'n Permanente werknemer is skuldig aan wangedrag as hy—

(i) 'n bepaling van hierdie regulasie oortree of versuim om daaraan te voldoen; of

(ii) 'n wettige bevel aan hom gegee deur iemand wat die bevoegdheid het om dit te gee, nie gehoorsaam nie, verontagsaam, opsetlik nie uitvoer nie, of hom deur woord of gedrag aan insubordinasie skuldig maak; of

(iii) nalatig of traag is in die vervulling van sy pligte; of

(iv) hom op skandelijke, onbehoorlike of onbetaamlike wyse gedra; of

(v) behalwe in die vervulling van sy pligte, inligting wat in die loop daarvan verkry is, openbaar maak of gebruik; of

(vi) 'n kriminele misdryf pleeg wat, na die mening van die sekretaris, die Raad skaad; of

(vii) sonder verlof of gegronde rede van diens afwesig is; of

(2) Subject to the provisions of any other law an employee shall, when as a result of urgent service requirements he is so required by the Board, the secretary, the head of his department or any other employee under whose direct control he has been placed, be temporarily of service at any place and in any such capacity as is reconcilable with his normal duties or work at times different from or additional to the hours of work determined by the Board in terms of subregulation (1).

Uniform, Protective Clothing and Personal Equipment

13. An employee shall be provided with such uniform, protective clothing and other personal equipment as may be necessary for the proper performance of his duties: Provided that a uniform, protective clothing and other personal equipment issued to an employee shall remain the property of the Board unless the Board otherwise decides.

Grievances and Complaints

14. If an employee has any grievance or complaint arising out of his employment he may submit the matter, in writing, to the head of his department who shall then take such action as he may deem fit and advise the employee thereof, in writing, forthwith. Should the employee be dissatisfied with the decision of the head of the department he may write direct to the secretary. The secretary shall then take such action as he may deem fit and advise the employee thereof, in writing. Should the employee still be dissatisfied he may request that the matter be considered by the Board and the secretary shall submit the matter for consideration to the Board.

Discussion of the Affairs of the Board

15. (1) No employee other than the secretary or a head of a department shall discuss the affairs of the Board with any Board member unless the secretary or the head of a department has ordered or permitted him to do so.

(2) The employee shall make representations to the Board in connection with matters concerning him in his capacity as an employee only through the head of his department.

Employee to Receive a Copy of the Regulations

16. Upon appointment each employee shall be provided with a copy of these regulations together with such instructions as the secretary or the head of the department may deem necessary. The employee shall acknowledge receipt thereof and make himself thoroughly conversant therewith.

Disciplinary Measures

17. A permanent employee shall be guilty of misconduct if he—

(i) contravenes any provisions of these regulations or fails to comply therewith; or

(ii) disobeys, disregards or makes wilful default in carrying out a lawful order given him by a person having authority to give such an order or by word or conduct is guilty of insubordination; or

(iii) is negligent or indolent in the discharge of his duties; or

(iv) conducts himself in a disgraceful, improper or unbecoming manner; or

(v) discloses or uses, otherwise than in the discharge of his duties, information acquired in the course thereof; or

(vi) commits a criminal offence which in the opinion of the secretary, may be detrimental to the Board; or

(vii) absents himself from duty without leave or sound cause; or

(viii) willens en wetens 'n onjuiste of valse verklaring maak om hom in sy amp te bevoordeel of om die Raad se diens te benadeel of daaraan afbreuk te doen; of

(ix) herhaaldelik onder die invloed van bedwelkende drank of versuffende verdowingsmiddels is terwyl hy op diens is of wanneer hy hom vir diens aanmeld of moet aanmeld, of wat herhaaldelik bedwelkende drank of versuffende verdowingsmiddels dermate gebruik dat hy nie in staat is om sy pligte behoorlik te vervul nie; of

(x) die Raad se eiendom opsetlik of op nalatige wyse beskadig of dit op onbehoorlike of ongeoorloofde wyse gebruik of laat gebruik; of

(xi) deur sy eie toedoen ongeskik of onbekwaam word om sy pligte te vervul.

Skorsing

18. (1) Die sekretaris kan 'n permanente werknemer wat hom skuldig maak aan 'n oortreding van die bepalings van regulasie 17 in sy diens skors tot dat die aangeleentheid aan die Raad voorgeleë is.

'n Permanente werknemer wat geskors is, is nie op enige besoldiging geregtig nie: Met dien verstande dat die Raad na goeie dinge kan gelas dat, ten opsigte van die tydperk van sodanige skorsing, die geheel of 'n gedeelte van sy besoldiging betaal word.

(2) As die wangedrag waarvan die permanente werknemer aangekla word, neerkom op 'n misdryf waaraan hy deur 'n geregshof skuldig bevind is, is 'n gesertifiseerde afskrif van die bevinding deur daardie hof, nadat vermelde permanente werknemer geïdentifiseer is as die persoon wat in daardie bevinding genoem is, voldoende bewys dat hy skuldig is aan sodanige misdryf, tensy die skuldigbevinding deur 'n hoër hof tersyde gestel is.

(3) Indien die Raad bevind dat die permanente werknemer skuldig is aan die wangedrag waarvan hy aangekla is, kan die Raad behoudens enige ander wetsbepalings, een of meer van die volgende stappe doen:

- (i) Enige skorsing van die aangeklaagde ophief vanaf 'n datum deur die Raad bepaal;
- (ii) die aangeklaagde waarsku of berispe;
- (iii) die aangeklaagde se besoldiging verminder selfs al bring dit verlaging van salarisskaal of rang mee;
- (iv) die aangeklaagde uit die diens van die Raad ontslaan.

Besoldiging

19. Die salaris, loon of enige ander bedrag verskuldig en betaalbaar aan 'n werknemer word betaal ooreenkomstig regulasie 14 van die Raad se Finansiële Regulasies: Met dien verstande dat, wanneer 'n werknemer die diens van die Raad verlaat, sy loon of salaris tot op die datum waarop hy diens van die Raad verlaat, min aftrekkings, aan hom betaal word: Voorts met dien verstande dat enige ander gelde wat hom mag toekom, binne 14 dae na die datum van uitdienstreding af aan hom betaal word.

20. Behoudens die bepalings van regulasie 21, word die salaris van 'n werknemer jaarliks verhoog met een kerf binne die perke van die skaal wat op hom van toepassing is totdat die maksimum van die betrokke skaal bereik is.

21. (1) As die sekretaris 'n sertifikaat uitreik waarin verklaar word dat 'n werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n verhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige verhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, kan die Raad besluit dat die salaris van sodanige werknemer nie kragtens die bepalings van regulasie 20 verhoog word nie.

(2) Indien die salaris van 'n werknemer nie kragtens die bepalings van regulasie 20 verhoog word nie word hy skriftelik van die redes daarvoor verwittig.

(viii) knowingly makes an incorrect or false statement to benefit himself in his position or to prejudice or be detrimental to the Board's service; or

(xi) is repeatedly under the influence of intoxicating liquor or stupefying drugs while on duty or when reporting for or due to report for duty or repeatedly partakes of intoxicating liquor or stupefying drugs to such an extent that he is unable to discharge his duties properly; or

(x) deliberately or negligently damages or utilises or cause to be utilised in an improper or unlawful manner the property of the Board; or

(xi) through his own fault becomes unsuitable for or incapable of discharging his duties.

Suspension

18. (1) The secretary may suspend from duty a permanent employee who contravenes the provisions of regulation 17, until such time as the matter has been submitted to the Board. A permanent employee who has been suspended shall not be entitled to any remuneration: Provided that the Board may at its discretion instruct that the whole or a portion of his remuneration be paid in respect of the period of such suspension.

(2) If the misconduct of which the permanent employee is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the finding of that court shall be sufficient proof of his guilt after the said permanent employee has been identified as the person mentioned in that finding, unless his conviction has been set aside by a superior court.

(3) Should the Board find the permanent employee guilty of the misconduct with which he has been charged, it may, subject to the provisions of any other law, take one or more of the following steps:

- (i) Lift any suspension of the person charged as from a date determined by the Board;
- (ii) caution or reprimand the person charged;
- (iii) reduce the remuneration of the person charged even if it should entail a reduction in salary scale or rank;
- (iv) discharge the person charged from the service of the Board.

Remuneration

19. The salary, wages or any other amount due and payable to an employee shall be paid in accordance with regulation 14 of the Board's Financial Regulations: Provided that when an employee leaves the service of the Board his wages or salary less deductions shall be paid to him up to the date on which he leaves the service of the Board: Provided further that any other moneys due to him shall be paid within 14 days of the date of his leaving the service.

20. Subject to the provisions of regulation 21 the salary of an employee shall be increased annually by one notch within the limits of the scale applicable to him until the maximum of the relevant scale is reached.

21. (1) Should the secretary issue a certificate stating that an employee's conduct in respect of diligence, discipline, punctuality or moderation during an incremental period was not satisfactory throughout or that his work during such incremental period was not performed satisfactorily throughout, the Board may resolve that the salary of such employee should not be increased in terms of the provisions of regulation 20.

(2) Should the salary of an employee not be increased in terms of the provisions of regulation 20, he shall be informed, in writing, of the reasons therefor.

(3) Die Raad kan die salarisverhoging van 'n werknemer om die redes uiteengesit in subregulasie (1) vir 'n onbepaalde tyd of vir solank as wat hy dit nodig ag, terughou. Met dien verstande dat die Raad by voorlegging van 'n sertifikaat deur die sekretaris waarin verklaar word dat die werknemer se werkverrigting en gedrag met betrekking tot die eienskappe in subregulasie (1) bedoel bevredigend was gedurende die tydperk waartydens sy salarisverhoging teruggehou is, 'n salaris aan sodanige werknemer kan toeken teen die kerf waarvolgens hy besoldig sou geword het indien sy salarisverhoging nie teruggehou was nie en sodanige werknemer behou sy verhogingsdatum.

22. Tensy die Raad skriftelik toestem, mag 'n werknemer nie sy reg of eis ten opsigte van loon of salaris of geld wat aan hom deur die Raad verskuldig is of sal word, afstaan of oordra nie.

Verlof

23. Alle verlof verskuldig, toegestaan of geneem, word aangeteken in 'n verlofregister wat onder die beheer is van 'n beampde deur die Raad aangewys en is op alle redelike tye gedurende kantoorure ter insae van 'n werknemer.

24. Vir die toepassing hiervan word werknemers in die volgende groepe ingedeel:

Groep A.—Werknemers van 'n rang wat minstens gelykstaande is met dié van 'n Senior Klerk.

Groep B.—Werknemers wat nie onder *Groep A* of *C* ressorteer nie.

Groep C.—Kwekelinge, vakleerlinge en ander werknemers wat die Raad in hierdie groep insluit.

25. Verlof word ingedeel in vakansie-, siekte- en spesiale verlof.

26. (1) Vakansieverlof word soos volg toegeken:

<i>Groep</i>	<i>Vakansieverlof</i>
A	24 dae per jaar
B	18 dae per jaar
C	12 dae per jaar

(2) Behoudens die bepalings van subregulasie (4) en regulasie 39, word 'n werknemer op die dag waarop hy 'n diensjaar voltooi met vakansieverlof vir sodanige diensjaar gekrediteer.

(3) Behoudens die bepalings van regulasie 35 (2), neem 'n werknemer ten opsigte van elke voltooide diensjaar en voor die end van die diensjaar wat daarop volg minstens twee-derdes van die aantal dae vakansieverlof genoem in subregulasie (1).

(4) Behoudens die bepalings van subregulasie (3), kan in 'n onvoltooide diensjaar soveel dae vakansieverlof aan 'n werknemer toegeken word wat altesaam nie meer is nie as een driehonderd-vyf-en-sestigste van die aantal dae van sy groep soos gemeld in subregulasie (1), vermenigvuldig met die aantal dae diens voltooi in sodanige jaar.

(5) 'n Werknemer kan op die laaste dag van 'n diensjaar hoogstens 60 dae vakansieverlof tot sy krediet hê en die Raad kan 'n werknemer verplig om alle vakansieverlof tot sy krediet bo 60 dae te neem.

(6) Behalwe met die uitdruklike goedkeuring van die Raad, kan daar nie aan 'n werknemer vakansieverlof van meer as 60 dae toegestaan word in enige tydperk van 18 maande nie.

27. Aan 'n werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte te vervul nie, of, indien die geval binne die bestek val van die Ongevallewet, 1941, kan spesiale siekteverlof toegestaan word met besoldiging

(3) The Board may withhold the salary increment of an employee for the reasons set out in subregulation (1) for an indefinite period or for as long as it may deem necessary: Provided that the Board may on submission of a certificate by the secretary stating that the employee's performance of work and conduct in respect of the attributes mentioned in subregulation (1) were satisfactory during the period in which his salary increment was withheld, award a salary to such employee at the notch on which he would have been remunerated had his salary increment not been withheld and such employee shall retain his incremental date.

22. Unless the Board agrees thereto, in writing, an employee shall not cede or assign his right or claim in respect of any wages or salary or money due or to become due to him by the Board.

Leave

23. All leave due, granted or taken shall be entered in a leave register under the control of an officer designated by the Board and shall be open to inspection by an employee at all reasonable times during office hours.

24. For the purpose hereof employees shall be classified in the following groups:

Group A.—Employees of a grade equal at least to that of a Senior Clerk.

Group B.—Employees not falling under *Group A* or *C*.

Group C.—Trainees, apprentices and other employees included by the Board in this group.

25. Leave shall be classified as vacation, sick and special leave.

26. (1) Vacation leave shall be granted as follows:

<i>Group</i>	<i>Vacation leave</i>
A	24 days per annum
B	18 days per annum
C	12 days per annum

(2) Subject to the provisions of subregulation (4) and regulation 39 an employee shall be credited with vacation leave for a year of service on the day on which such year of service is completed.

(3) Subject to the provisions of regulation 35 (2) an employee shall in respect of each completed year of service and before the end of the ensuing year of service take at least two-thirds of the number of days' vacation leave mentioned in subregulation (1).

(4) Subject to the provisions of subregulation (3) as many days' vacation leave may be granted to an employee in an uncompleted year of service as are not in excess of one three hundred and sixty-fifth of the number of days for his group as mentioned in subregulation (1), multiplied by the number of days of completed service in such year.

(5) An employee may on the last day of a year of service have a maximum of 60 days' vacation leave to his credit and the Board may compel an employee to take all the vacation leave to his credit in excess of 60 days.

(6) Except with the express approval of the Board, not more than 60 days vacation leave may be granted to an employee during any period of 18 months.

27. Special sick leave on full pay may be granted to an employee who is absent from duty as a result of an injury sustained in an accident arising from his service and occurring in the course thereof or as a result of an illness contracted in the course of or as a result of his service for the period during which he is not capable of discharging his normal duties, or, should the case fall within the scope of the Workmen's Compensation Act, 1941, special sick leave with remuneration equal to the difference between

gelykstaande met die verskil tussen sy volle besoldiging en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings betaalbaar is.

28. Spesiale verlof word met volle betaling aan 'n werknemer toegestaan—

(a) om as 'n reservis in die Suid-Afrikaanse Polisie-mag te dien, wanneer hy opgeroep is om voltyds te dien;

(b) om 'n eksamen af te lê wat deur die Raad voorgeskryf of goedgekeur is;

(c) om 'n vergadering of konferensie deur die Raad goedgekeur, by te woon;

(d) om in 'n strafgeding te getuig;

(e) om in opdrag van 'n geneesheer onder kwarantyn te bly.

29. Die Raad kan onder buitengewone omstandighede met die goedkeuring van die Minister van Bantoe-administrasie en -ontwikkeling spesiale verlof aan 'n werknemer toestaan vir 'n tydperk en op die voorwaardes wat die Raad bepaal.

30. Sonder goedkeuring van die Raad mag 'n werknemer nie sy dienste hervat voordat die verlof wat aan hom toegeken is, verstryk het nie.

31. Wanneer aan 'n werknemer per abuis maar te goeder trou meer verlof toegestaan en deur hom geneem is as wat hierdie regulasies toelaat, kan sodanige verlof te veel toegestaan afgetrek word van verlof wat hom later toekom.

32. 'n Permanente of tydelike werknemer is nie geregtig op enige siekteverlof nie, maar indien hy 'n mediese sertiïkaat van 'n geregistreerde geneesheer deur die Raad goedgekeur, indien, wat duidelik verklaar dat hy nie in staat is om sy amptelike pligte waar te neem nie, oorweeg die Raad elke geval volgens sy meriete.

33. As 'n werknemer wat met betaalde vakansieverlof afwesig is, siek word of 'n besering opdoen, kan die gedeelte van sy verlof waarin sodanige siekte of ongesteldheid as gevolg van die besering voortduur met die toestemming van die Raad in siekteverlof omgesit word behoudens die bepalinge hiervan.

34. (1) Alle aansoeke om verlof geskied skriftelik op die vorm deur die Raad verskaf en die tydperk vanaf die datum van die aansoek om verlof of tot die begin van die verlof (uitgesonderd siekteverlof) mag nie korter as die verloftydperk wees nie. Met dien verstande dat 'n korter tydperk onder buitengewone omstandighede toegelaat kan word.

(2) 'n Aansoek om verlof deur 'n werknemer word by die hoof van die betrokke departement ingedien.

(3) 'n Werknemer vertrek nie met vakansieverlof of spesiale verlof voordat hy skriftelik meegedeel is dat sy aansoek om verlof goedgekeur is nie.

35. (1) Behoudens enige ander wetsbepalinge, kan verlof wat toegestaan is, te eniger tyd deur die Raad ingetrek of uitgestel word as dit in die belang van die Raad nodig geag word. Die betrokke werknemer word deur die Raad vergoed vir onverhaalbare uitgawe of verpligtings deur hom aangegaan voordat hy van die intrekking of uitstel in kennis gestel is. As 'n werknemer wie se verlof onderbreek word, moet reis ten einde diens te hervat, word sy onkoste vir die heen- en die terugreis deur die Raad betaal en word hy terwyl hy reis geag op diens te wees. Intrekking of uitstel van verlof wat toegestaan is, word skriftelik bevestig.

(2) Alle verlof word deur die Raad goedgekeur.

(3) Indien 'n werknemer se aansoek om verlof nie goedgekeur word nie of indien dit ingetrek word, word die omstandighede in die verlofregister aangeteken.

his full remuneration and the compensation payable to him in terms of that Act by means of periodic payments, may be granted.

28. Special leave on full pay shall be granted to an employee—

(a) to serve as a reservist in the South African Police Force when called upon to serve full time;

(b) to write an examination prescribed or approved by the Board;

(c) to attend a meeting or conference approved by the Board;

(d) to give evidence in a criminal trial;

(e) to remain in quarantine on the order of a medical practitioner.

29. The Board may in exceptional circumstances grant special leave to an employee, with the approval of the Minister of Bantu Administration and Development, for such period and on such conditions as the Board may determine.

30. An employee shall not resume duty before the leave granted to him has expired without the approval of the Board.

31. When more leave than that allowed by these regulations is granted erroneously but in good faith and taken by an employee such excess leave granted may be deducted from leave due to him at a later date.

32. A permanent or temporary employee shall not be entitled to any sick leave, but on submission by him to the Board of a certificate from a registered medical practitioner approved by the Board, clearly stating that he is unable to discharge his official duties, the Board shall consider each case on its merits.

33. If an employee who is absent on paid vacation leave becomes ill or sustains an injury, the period of his leave during which such illness or indisposition as a result of an injury continues may with the consent of the Board be converted into sick leave subject of the provisions hereof.

34. (1) All applications for leave shall be made, in writing, on the form provided by the Board and the period from the date of the application for leave to the commencement of the leave (other than sick leave) shall not be shorter than the period of leave: Provided that a shorter period may be allowed in exceptional circumstances.

(2) An application for leave by an employee shall be submitted to the head of the department concerned.

(3) An employee shall not proceed on vacation leave or special leave before he has been informed, in writing, that his application for leave has been granted.

35. (1) Subject to the provisions of any other law leave granted may at any time be withdrawn by the Board or be deferred if deemed necessary in the interests of the Board. The employee concerned shall be compensated by the Board for irrecoverable expenditure or commitments incurred by him before being informed of the withdrawal or deferment. If the employee whose leave is interrupted must travel in order to resume duty his expenses for the forward and return journey shall be paid by the Board and he shall be regarded as being on duty while travelling. Withdrawal or deferment of leave which has been granted shall be confirmed in writing.

(2) All leave shall be approved by the Board.

(3) Should an employee's application for leave not be granted or should it be cancelled, the circumstances shall be recorded in the leave register.

(4) Indien 'n werknemer se aansoek om vakansieverlof nie goedgekeur word nie, neem hy sodanige verlof met die goedkeuring van die Raad binne 12 maande na die datum waarop sodanige verlof 'n aanvang sou geneem het.

36. 'n Werknemer aan wie verlof kragtens regulasie 26 (3) toegestaan is, is daarop geregtig om op die laaste dag waarop hy diens doen voordat sodanige verlof 'n aanvang neem die salaris of loon te ontvang wat anders gedurende die tydperk ten opsigte waarvan aan hom verlof toegestaan is, aan hom betaal sou word.

37. (1) By beëindiging van diens—

(i) word die werknemer met 'n pro rata-deel van vakansieverlof ten opsigte van 'n onvoltooide jaar van diens gekrediteer; en

(ii) word die waarde van vakansieverlof wat tot sy krediet staan met 'n maksimum van 60 dae aan die werknemer betaal, of as diens weens dood beëindig word, aan sy eggenote of anders aan sy boedel.

(2) Behoudens die bepalings van subregulasie (1), word geen salaris, loon of toelae aan 'n werknemer in die plek van verlof betaal nie.

38. Al die dae wat in 'n tydperk van verlof val, word as verlof gereken.

39. Afwesigheid van verlof sonder betaling word nie as diens vir verlofdoeleindes en die vasstelling van 'n salarisverhogingsdatum beskou nie.

Algemeen

40. Elke werknemer wy hom geheel en al aan die diens van die Raad en die vervulling van sy amptelike pligte gedurende sy werkure. Hy mag nie gedurende sy werkure sonder toestemming van die hoof van die departement of 'n beaampte deur die Raad aangewys van sy werk afwesig wees of andersins aandag aan sy persoonlike sake skenk nie.

41. 'n Werknemer mag nie sonder die uitdruklike toestemming van die Raad aan enige Blanke of nie-Blanke werknemers of dienaars van die Raad vir persoonlike doeleindes gedurende hulle werkure werk opdra of toelaat dat hulle werk tot voordeel van genoemde werknemer verrig nie ongeag of sodanige werknemers of dienaars deur die werknemer daarvoor besoldig word.

42. Alle geld of betalings deur 'n werknemer ontvang uit hoofde daarvan dat hy namens die Raad in water hoedanigheid ook al opgetree het of ten opsigte van dienste gedurende werkure gelewer word in die inkomste van die Raad betaal, tensy die Raad anders besluit.

43. 'n Werknemer mag nie sonder die uitdruklike toestemming van die Raad werk waarvoor besoldiging ontvang word, verrig nie.

44. Elke werknemer is verantwoordelik vir die behoorlike en doeltreffende vervulling van die pligte wat aan hom opgedra is.

45. (1) 'n Werknemer mag nie sonder goedkeuring van sy diens afwesig wees nie, sy vasgestelde werkure verander nie of sy pligte met 'n ander werknemer omruil nie.

(2) In die geval van siekte rapporteer 'n werknemer onverwyld die omstandighede aan die hoof van sy departement of sy verteenwoordiger.

46. Uitgesonderd in die geval van amptelike pligte wat onder direkte toesig vervul word, mag 'n werknemer nie sonder die voorafverkreë toestemming van die hoof van sy departement, eiendom of goedere van die Raad gebruik nie en mag dit nie van die Raad se persele verwyder nie, of toelaat dat dit gebruik of verwyder word nie.

(4) Should an employee's application for vacation leave not be granted, he shall take such leave with the approval of the Board within 12 months of the date on which such leave would have commenced.

36. An employee to whom leave is granted in terms of regulation 26 (3) shall be entitled to receive the salary or wages which would otherwise have been paid to him during the period in respect of which leave was granted to him, on the last day of service before the commencement of such leave.

37. (1) On termination of service—

(i) a pro rata portion of vacation leave in respect of an incomplete year of service shall be credited to the employee; and

(ii) the value of vacation leave to his credit up to a maximum of 60 days shall be paid to the employee, or if service is terminated by death, to his wife or otherwise to his estate.

(2) Subject to the provisions of subregulation (1) no salary, wages or allowance shall be paid to an employee in lieu of leave.

38. All the days falling within a period of leave shall be counted as leave.

39. Leave of absence without pay shall not be regarded as service for leave purposes and determination of an incremental date.

General

40. Every employee shall devote himself wholly to the service of the Board and the discharge of his official duties during his hours of work. He shall not be absent from his work during hours of work without the permission of the head of the department or an officer designated by the Board or otherwise devote himself to personal affairs.

41. An employee shall not entrust to or allow work to be done by any employees or servants of the Board during their hours of work for personal purposes or to the advantage of the said employee without the express permission of the Board, whether or not such employees or servants are remunerated by the employee.

42. All moneys or payments received by an employee on account of having acted for the Board in any capacity whatsoever or in respect of services rendered during hours of work, shall be paid into the revenue of the Board unless the Board resolves otherwise.

43. An employee shall not without the express permission of the Board, perform any remunerative work.

44. An employee shall be responsible for the proper and efficient discharge of the duties assigned to him.

45. (1) An employee shall not be absent from duty without approval, shall not change his fixed hours of work or exchange duties with some other employee.

(2) In the case of illness an employee shall report the circumstances forthwith to the head of his department or his representative.

46. Except in the case of official duties discharged under direct supervision, an employee shall not without the prior consent of the head of his department, use or cause to be used or remove or cause to be removed property or goods belonging to the Board from the premises of the Board.

47. Uitgesonderd in die vervulling van sy amptelike pligte, mag 'n werknemer nie aktief aan die verkiesing van plaaslike komiteede deelneem nie, hetsy deur openbare toesparke of geskrifte, of deur lid te wees van 'n komitee wat die bevordering of voorkoming van die verkiesing van 'n bepaalde kandidaat tot die plaaslike komitee ten doel het.

48. Die regulasies word van krag met ingang 1 Julie 1971.

47. Except in the discharge of his official duties an employee shall not take an active part in the election of committee members, whether by public speeches or documents, or by being a member of a committee the object of which is to promote or prevent the election of a particular candidate to the local committee.

48. These regulations shall take effect from 1 July 1971.

INHOUD

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