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GOVERNMENT NOTICE

DEPARTMENT OF MANPOWER

No. R. 1139

9 June 1989

LABOUR RELATIONS ACT, 1956

LOCAL GOVERNMENT UNDERTAKING.— AGREEMENT FOR THE EAST RAND DIVISION

I, Eli van der Merwe Louw, Acting Minister of Manpower, hereby, in terms of section 48 (1) (a) of the Labour Relations Act, 1956, declare that the provisions of the Agreement which appears in the Schedule hereto and which relates to the Undertaking, Industry, Trade or Occupation referred to in the heading to this notice, shall be binding, with effect from the second Monday after the date of publication of this notice and for the period ending 31 December 1990, upon the employers' organisation and the trade union which entered into the said Agreement and upon the employers and employees who are members of the said organisation or union.

E. VAN DER M. LOUW,
Acting Minister of Manpower.

SCHEDULE

INDUSTRIAL COUNCIL FOR THE LOCAL GOVERNMENT UNDERTAKING

AGREEMENT

in accordance with the provisions of the Labour Relations Act, 1956, made and entered into by and between the

Municipal Employers' Organisation

(hereinafter referred to as the "employers" or the "employers' organisation"), of the one part, and the

East Rand Municipal Workers' Union

(hereinafter referred to as the "employees" or the "trade union"), of the other part,

being the parties to the Industrial Council for the Local Government Undertaking.

1. AREA AND SCOPE OF APPLICATION OF AGREEMENT

(1) The terms of this Agreement shall be observed in the Local Government Undertaking in the municipal areas of Germiston and Edenvale by all employers who are members of the employers' organisation and by all employees who are members of the trade union.

GOEWERMENSKENNISGEWING

DEPARTEMENT VAN MANNEKRAG

No. R. 1139

9 Junie 1989

WET OP ARBEIDSVERHOUDINGE, 1956

PLAASLIKE BESTUURSONDERNEMING.— OOREENKOMS VIR DIE OOS-RAND AFDELING

Ek, Eli van der Merwe Louw, Waarnemende Minister van Mannekrag, verklaar hierby, kragtens artikel 48 (1) (a) van die Wet op Arbeidsverhoudinge, 1956, dat die bepalings van die Ooreenkoms wat in die Bylae hiervan verskyn en betrekking het op die Onderneming, Nywerheid, Bedryf of Beroep in die opskrif by hierdie kennisgewing vermeld, met ingang van die tweede Maandag na die datum van publikasie van hierdie kennisgewing en vir die tydperk wat op 31 Desember 1990 eindig, bindend is vir die werkgewersorganisasie en die vakvereniging wat genoemde Ooreenkoms aangegaan het en vir die werkgewers en werknemers wat lede van genoemde organisasie of vereniging is.

E. VAN DER M. LOUW,
Waarnemende Minister van Mannekrag.

BYLAE

NYWERHEIDSRAAD VIR DIE PLAASLIKE- BESTUURSONDERNEMING

OOREENKOMS

ooreenkomstig die Wet op Arbeidsverhoudinge, 1956, gesluit deur en aangegaan tussen die

Munisipale Werkgewersorganisasie

(hierna die "werkgewers" of die "werkgewersorganisasie" genoem), aan die een kant, en die

Oos-Randse Munisipale Werkersunie

(hierna die "werknemers" of die "vakvereniging" genoem), aan die ander kant,

wat die partye is by die Nywerheidsraad vir die Plaaslikebestuurs-onderneming,

1. GEBIED EN TOEPASSINGSBESTEK VAN OOREENKOMS

(1) Hierdie Ooreenkoms moet in die Plaaslikebestuurs-onderneming in die munisipale gebiede van Germiston en Edenvale nagekom word deur alle werkgewers wat lede van die werkgewersorganisasie is en deur alle werknemers wat lede van die vakvereniging is.

(2) Notwithstanding the provisions of subclause (1), the terms of this Agreement shall apply to apprentices only in so far as they are not inconsistent with the provisions of the Manpower Training Act, 1981, or any contract entered into or any conditions fixed hereunder.

2. PERIOD OF OPERATION OF AGREEMENT

This Agreement shall come into operation on such date as may be specified by the Minister of Manpower in terms of section 48 of the Act, and shall remain in force until 31 December 1990 or for such period as may be determined by him.

3. DEFINITIONS

(1) In this Agreement, unless the context indicates otherwise—

“remuneration” means the same as “payment”;

“management committee” means a management committee established in terms of section 51 of the Local Government (Administration and Elections), Ordinance, 1960;

“pay” means the salary or wage payable to an employee while he is in service and includes allowances not incorporated in such salary or wage;

“service” means continuous service in whatever capacity with a council;

“casual employee” means a person who is employed for a maximum period of 80 working days: Provided that if such a person is employed for a further period without an interruption of service, he shall no longer be regarded as a casual employee;

“head of a department” means an employee who is responsible to the town clerk for the administration of a department or who is acting in that capacity;

“calendar year” means a period extending from 1 January to 31 December inclusive of the same year; both days included;

“wage” means the same as “salary”;

“month” means a month reckoned from the 24th day of the month up to the 23rd day of the following month, or a period representing approximately one-twelfth of the year as determined by a council from time to time;

“Industrial Council” means the Industrial Council for the Local Government Undertaking as established in terms of the Labour Relations Act, 1956;

“independent contractor or mandatory” means a person who has undertaken to carry out a specific contract for a council, irrespective of reward and without the supervision and authority of a council;

“public holiday” means a public holiday as provided for in the Public Holidays Act, 1952;

“Ordinance” means the Local Government Ordinance, 1939;

“permanent employee” means an employee appointed in a permanent capacity, either full-time or part-time, to a post on the permanent establishment of a council, including an employee appointed on probation and an apprentice, but excluding a subsidised labourer, a casual employee, an independent contractor, mandatory or representative;

“Local Government Undertaking” means the Undertaking in which employers and their employees are associated for the establishment, continuation and conclusion of any action, scheme or activity undertaken by a council;

“council” means a city or town council, village council or health committee, and includes the management committee of a council or any employee employed by a council, acting by virtue of powers vested in a council in connection with this Agreement and delegated to him in terms of section 58 of the Local Government (Administration and Elections) Ordinance, 1960;

“day of rest” means a day on which an employee normally does not work;

“salary” means an employee’s normal monetary reward for his work, whether in accordance with the applicable notch on his salary scale or a fixed amount of money, and does not include any allowance;

“salary increment” means the authorised amount by which a salary may be increased on the appropriate scale;

“cycle” means a period of three years reckoned from the date on which and employee assumes duty and every succeeding period of three years;

(2) Ondanks subklousule (1), is hierdie Ooreenkoms van toepassing op vakleerlinge slegs vir sover dit nie met die Wet op Mannekragopleiding, 1981, of met ’n kontrak wat daarkragtens aangegaan is of met voorwaardes wat daarkragtens gestel is, onbestaanbaar is nie.

2. GELDIGHEIDSDUUR VAN OOREENKOMS

Hierdie Ooreenkoms tree in werking op ’n datum wat die Minister van Mannekrag kragtens artikel 48 van die Wet bepaal en bly van krag tot 31 Desember 1990 of vir sodanige tydperk as wat by bepaal.

3. WOORDOMSKRYWING

(1) In hierdie Ooreenkoms, tensy dit uit die samehang anders blyk, beteken—

“besoldiging” dieselfde as “betaling”;

“bestuurskomitee” ’n bestuurskomitee ingestel ingevolge artikel 51 van die Ordonnansie op Plaaslike Bestuur (Administrasie en Verkiegings), 1960;

“betaling” die salaris of loon wat aan ’n werknemer betaalbaar is solank hy in diens is en sluit dit in toelaes wat nie by so ’n salaris of loon inbegrepe is nie;

“diens” onafgebroke diens in watter hoedanigheid ook al by ’n raad;

“los werknemer” ’n persoon wat vir hoogstens 80 werkdade in diens geneem word: Met dien verstande dat indien sodanige persoon vir ’n verdere tydperk indiens geneem word sonder ’n diensonderbreking, hy nie langer as ’n los werknemer geag word nie;

“hoof van ’n departement” ’n werknemer wat aan die stadsclerk verantwoordelik is vir die administrasie van ’n departement of wat in dié hoedanigheid waarneem;

“kalenderjaar” ’n tydperk wat strek vanaf 1 Januarie tot en met 31 Desember van dieselfde jaar;

“loon” dieselfde as “salaris”;

“maand” ’n maand gereken vanaf die 24ste dag van ’n maand tot die 23ste dag van die volgende maand; of ’n tydperk verteenwoordigend van ongeveer een twaalfde van die jaar soos van tyd tot tyd deur ’n raad vasgestel;

“Nywerheidsraad” die Nywerheidsraad vir die Plaaslike-bestuursonderneming soos ingestel ingevolge die Wet op Arbeidsverhoudinge, 1956;

“onafhanklike kontraktant of lashebber” iemand wat onderneem het om ’n bepaalde kontrak vir ’n raad uit te voer, afgesien van vergoeding en buiten die toesig en gesag van ’n raad;

“openbare feesdag” ’n openbare feesdag soos bepaal in die Wet op Openbare Feesdage, 1952;

“Ordonnansie” die Ordonnansie op Plaaslike Bestuur, 1939;

“permanente werknemer” ’n werknemer aangestel in ’n permanente hoedanigheid, hetsy voltyds of deelyds, in ’n pos op die vaste diensstaat van ’n raad, insluitende ’n werknemer op proef en ’n vakleerling, maar uitgesonderd ’n gesubsidieerde arbeider, ’n los werknemer, ’n onafhanklike kontraktant, lashebber of verteenwoordiger;

“Plaaslikebestuursonderneming” die Onderneming waarin werkgewers en hul werknemers met mekaar geassosieer is vir die instelling, voortsetting en afhandeling van ’n handeling, skema of aktiwiteit wat deur ’n raad onderneem word;

“raad” ’n stadsraad, dorpsraad of gesondheidskomitee, en omvat dit die bestuurskomitee van ’n raad of ’n werknemer in diens van ’n raad wat optree kragtens bevoegdheid wat by ’n raad in verband met hierdie Ooreenkoms berus en wat by artikel 58 van die Ordonnansie op Plaaslike Bestuur (Administrasie en Verkiegings), 1960, aan hom gedelegeer is;

“rusdag” ’n dag waarop ’n werknemer normaalweg nie werk nie;

“salaris” ’n werknemer se normale geldelike vergoeding vir sy werk, hetsy ooreenkomstig die toepaslike kerf op sy salarisskaal of ’n vaste bedrag geld, en dit sluit geen toelaes in nie;

“salarisverhoging” die goedgekeurde bedrag waarmee ’n salaris volgens die toepaslike skaal verhoog kan word;

“siklus” ’n tydperk van drie jaar gereken vanaf die datum waarop ’n werknemer diens aanvaar, en elke volgende tydperk van drie jaar;

“stadsclerk” die hoof uitvoerende beambte van ’n raad en sluit dit in die sekretaris van ’n gesondheidskomitee;

"town clerk" means the chief executive officer of a council and includes the secretary of a health committee;

"temporary employee" means an employee, either full-time or part-time, who receives payment or is entitled thereto, who is appointed for a fixed or determinable period which does not exceed one year unless such longer period has been approved by the Industrial Council, but does not include a casual employee, independent contractor, mandatory or representative;

"apprentice" means any person who is in the service of a council in terms of an apprenticeship contract registered with the Registrar of Manpower Training in accordance with the provisions of the Manpower Training Act, 1981;

"trade union" means the East Rand Municipal Workers Union registered as a trade union under the Labour Relations Act, 1956;

"permanent establishment" means the posts created for the normal and regular requirements of a council;

"incremental month" means the month in which the salary of an employee may be increased;

"incremental period" means a period of 12 months or some other shorter approved period which shall expire in respect of any employee before his salary may be increased in accordance with the scale applicable to him;

"representative" means a person authorised to act on behalf of a council;

"working day" means any day of the week except the weekly day(s) of rest of the employee and except a public holiday;

"employee" means a person in the permanent or temporary employ of a council who receives or is entitled to receive pay, including an apprentice but excluding a subsidised labourer and a casual employee, an independent contractor, mandatory or representative.

(2) Any other word or expression has the meaning assigned to it in the Ordinance.

4. APPOINTMENT, PROMOTION AND TRANSFER

(1) *A council shall approve all posts.* — A council shall approve all posts in its service.

(2) *Appointment, promotion or transfer of employee to be made by a council.* — (a) Notwithstanding the provisions of any law, the appointment, promotion or transfer of any employee shall be made by a council.

(b) Subject to the provisions of any law, a council may transfer an employee from one post to another —

- (i) when the service of a council so requires; or
- (ii) when an employee is not fit for the post he occupies.

(c) In the event of an employee being transferred, the transfer shall be effected —

- (i) when made in terms of paragraph (b) (i), to a post carrying the same salary scale as that which the employee occupies;
- (ii) when made in terms of paragraph (b) (ii), to any other post, irrespective of the salary scale attaching thereto.

(3) *Conditions relating to the filling of posts.* — (a) Notwithstanding the provisions of any law, no person shall be appointed as a permanent employee, unless he —

- (i) has attained the age of 17 years and has not yet attained the pensionable age;
- (ii) holds the educational and other qualifications laid down by a council for the post and furnishes satisfactory proof thereof, unless the council determines otherwise;
- (iii) has furnished the following to the satisfaction of a council:
 - (aa) A birth certificate or, if he is unable to submit such certificate, other satisfactory proof of his age;
 - (ab) a statement regarding any illness or mental or physical disability sustained by him;
 - (ac) an undertaking, if he is unable to produce proof of immunisation or of inoculation against any such diseases as a council in its discretion may decide upon from time to time or that his is immune to such diseases, that he will subject himself to immunisation or inoculation against such diseases and within such a period as the council may determine and that he will produce, within such further period as the council may prescribe, proof of

"tydelike werknemer" 'n werknemer, hetsy voltyds of deelyds, wat betaling ontvang of daarop geregtig is, wat aangestel is vir 'n bepaalde of bepaalbare tydperk van hoogstens een jaar tensy 'n langer tydperk deur die Nywerheidsraad goedgekeur is, maar sluit dit nie 'n loswerknemer, onafhanklike kontraktant, lashebber of verteenwoordiger in nie;

"vakleerling" iemand wat by 'n raad in diens is ingevolge 'n leerlingkontrak wat by die Registrateur van Mannekragopleiding geregistreer is ooreenkomstig die Wet op Mannekragopleiding, 1981;

"vakvereniging" die Oos-Randse Munisipale Werkersunie wat as 'n vakvereniging ingevolge die Wet op Arbeidsverhoudinge, 1956, geregistreer is;

"vaste diensstaat" die poste wat vir die normale en gereelde vereistes van 'n raad geskep is;

"verhogingsmaand" die maand waarin die salaris van 'n werknemer verhoog kan word;

"verhogingstydperk" 'n tydperk van 12 maande of 'n ander korter goedgekeurde tydperk wat met betrekking tot 'n werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;

"verteenwoordiger" iemand wat gemagtig is om namens 'n raad op te tree;

"werkdag" enige dag van die week, met uitsondering van die weeklikse rusdag/-dae van die werknemer en met uitsondering van 'n openbare feesdag;

"werknemer" 'n permanente of tydelike werknemer van 'n raad wat betaling ontvang of daarop geregtig is, insluitende 'n vakleerling maar uitgesonderd 'n gesubsidiëerde arbeider en 'n loswerknemer, 'n onafhanklike kontraktant, lashebber of verteenwoordiger.

(2) Alle ander woorde of uitdrukkings het die betekenis wat in die Ordonnansie daaraan geheg word.

4. AANSTELLING, BEVORDERING EN OORPLASING

(1) *'n Raad moet alle poste goedkeur.* — 'n Raad moet alle poste in sy diens goedkeur.

(2) *Aanstelling, bevordering of oorplasing van werknemer moet deur 'n raad gedoen word.* — (a) Ondanks alle wetsbepalings, moet die aanstelling, bevordering of oorplasing van 'n werknemer deur 'n raad gedoen word.

(b) Behoudens enige wetsbepaling, kan 'n raad 'n werknemer oorplaas van een pos na 'n ander —

- (i) wanneer die diens van 'n raad dit vereis; of
- (ii) wanneer 'n werknemer nie geskik is vir die pos wat by bekleë nie.

(c) In die geval van 'n oorplasing van 'n werknemer, moet die oorplasing geskied —

- (i) wanneer dit kragtens paragraaf (b) (i) gedoen word, na 'n pos met dieselfde salarisskaal as dié wat die werknemer bekleë;
- (ii) wanneer dit kragtens paragraaf (b) (ii) gedoen word, na 'n ander pos, ongeag die salarisskaal daaraan verbonde.

(3) *Voorwaardes aangaande die vulling van poste.* — (a) Ondanks alle wetsbepalings, word niemand as 'n permanente werknemer aangestel nie, tensy hy —

- (i) die ouderdom van 17 jaar bereik het en nog nie die pensioenleefyd bereik het nie;
- (ii) die opvoedkundige en ander kwalifikasies besit wat 'n raad vir die betrekking bepaal het en bevredigende bewys daarvan lewer, tensy die raad anders bepaal;
- (iii) tot tevredenheid van 'n raad die volgende verstrekket het:
 - (aa) 'n Geboortsertifikaat of, indien hy nie 'n sertifikaat kan voorlê nie, ander bevredigende bewys van sy ouderdom;
 - (ab) 'n verklaring met betrekking tot 'n siekte of verstandelike of liggaamlike ongeskiktheid waaraan hy gely het;
 - (ac) 'n onderneming, indien hy nie bewys kan lewer van immunisering of inenting teen of dat hy nie vatbaar is vir sodanige siektes as wat 'n raad na goeë dunks van tyd tot tyd bepaal nie, dat hy hom binne sodanige tyd en teen sodanige siektes as wat die raad bepaal, sal laat immuniseer of inent, en binne sodanige verdere tyd as wat die raad bepaal bewys sal lewer van geslaagde immunisering of inenting teen of onvatbaarheid vir die

successful immunisation or inoculation against or immunity from the diseases as decided upon by the council. (A council undertakes to pay all reasonable medical expenses involved in the immunisation or inoculation or in obtaining a certificate of immunity from such diseases where the health department of a council does not provide such a service);

(ad) a certificate, at the expense of the council, containing the result of an examination by a registered medical practitioner appointed by the council and stating that he is free of any mental or physical defect, illness or infirmity liable to interfere with the proper performance of his duties.

(b) Every statement and undertaking and the result of every medical examination required in terms of this clause shall be furnished in a manner prescribed by a council.

(c) Subject to the provisions of this Agreement, a council may appoint an employee on additional conditions determined by the council.

(d) Any person who does not comply with any requirement prescribed by a council shall not be appointed or promoted to a post.

(4) *Appointment on probation.*—(a) A permanent employee shall be appointed on probation for a period not exceeding six months if a council so determines when he enters the service of the council for the first time.

(b) If the council is satisfied after such period of probation that an employee is suited for the post occupied by him, the council shall confirm his appointment, provided the employee has complied with the conditions of appointment.

(c) Should the council not confirm the appointment, it may—

(i) extend the probationary period of the employee for a further six months; or

(ii) dismiss the employee from its service unless such employee occupied another post in the service of the council immediately prior to the probationary period.

(d) Without prejudice to any other provision of this subclause, a council may, before an appointment on probation is confirmed, terminate the services of a permanent employee by giving him not less than one month's notice or by summarily dismissing him if the conduct of such employee was, in the opinion of the council, unsatisfactory or if the interests of the council would be prejudiced by retaining his services.

(5) *Employees to be promoted to vacant posts only.*—(a) An employee may only be promoted to a vacant post.

(b) If a council decides that a vacant post must be filled, the council shall advertise the vacant post internally and, if the council so determines, in the press, and the promotion of an employee to a vacant post shall be considered if he applies or it in writing.

(6) *Persons canvassing shall not be considered for appointment.*—Any person canvassing with a view to being appointed to a post in a council's service shall not be considered for appointment to such post. This stipulation shall be cited in the official application form of a council.

5. REMUNERATION AND SALARY INCREMENTS

(1) *Remuneration of employees.*—Notwithstanding the provisions of any law, a council may—

(a) pay an employee on appointment, transfer or promotion a salary or wage at a rate higher than the minimum of the applicable scale;

(b) grant an employee a special increment within the scale applicable to him; and

(c) if an employee is exceptionally efficient or holds special qualifications or has rendered meritorious service, or if it is in the interest of a council's service, grant such employee a special salary increment within the scale applicable to him, or pay him a salary or wage on a higher scale or grant him any other suitable reward.

(2) *Acting allowance.*—When, by resolution of a council, an employee acts in a higher post for a period of not less than 20 consecutive working days, he shall be paid an acting allowance calculated at a rate equal to one half of the difference between the maxima of the salary scales for the two posts and in proportion to the period in which he was acting: Provided that the council may decide on the payment of an acting allowance to an employee who may act for a shorter period than 20 working days: Provided further that no acting allowance shall be paid to an employee which, together with his salary, is more than that of the occupier of the post for whom he is acting.

siektes wat die raad vereis het. ('n Raad onderneem om alle redelike mediese koste verbonde aan die immunisering of inenting of verkryging van 'n sertifikaat van omvatbaarheid teen sodanige siektes te betaal waar 'n raad se gesondheidsafdeling nie hierdie dienste verskaf nie);

(ad) 'n sertifikaat op koste van die raad bevattende die uitslag van 'n ondersoek deur 'n geregistreerde geneesheer deur die raad aangewys waarin verklaar word dat hy vry is van alle verstandelike of liggaamlike gebreke, siekte of swaakte wat moontlik inbreuk kan maak op die behoorlike uitvoering van sy pligte.

(b) elke verklaring en onderneming en die uitslag van elke mediese ondersoek wat ingevolge hierdie klousule vereis word, moet verstrek word op 'n wyse deur 'n raad voorgeskryf.

(c) Behoudens hierdie Ooreenkoms, kan 'n raad 'n werknemer aanstel op bykomende voorwaardes deur die raad bepaal.

(d) Iemand wat nie voldoen aan 'n vereiste deur 'n raad voorgeskryf nie word nie in 'n pos aangestel of daartoe bevorder nie.

(4) *Aanstelling op proef.*—(a) 'n Permanente werknemer word vir hoogstens ses maande op proef aangestel as 'n raad aldus bepaal wanneer hy vir die eerste maal in diens van die raad tree.

(b) As die raad na afloop van so 'n proeftydperk daarvan oortuig is dat 'n werknemer geskik is vir die pos wat hy bekleë, moet die raad sy aanstelling bekragtig mits die werknemer aan die aanstellingsvoorwaardes voldoen het.

(c) As die raad nie die aanstelling bekragtig nie, kan hy—

(i) die proeftyd van 'n werknemer vir 'n verdere ses maande verleng; of

(ii) die werknemer uit sy diens ontslaan tensy 'n werknemer onmiddellik voor die proeftyd 'n ander pos in diens van die raad bekleë het.

(d) Sonder om afbreuk te doen aan enige ander bepaling van hierdie subklousule kan 'n raad, voordat 'n aanstelling op proef bekragtig word, 'n permanente werknemer se dienste beëindig deur hom minstens een maand kennis te gee of deur hom summier te ontslaan, as die gedrag van so 'n werknemer na die mening van die raad onbevredigend was of sy indienshouding die belange van die raad sal benadeel.

(5) *Bevordering moet geskied slegs na vakante poste.*—(a) 'n Werknemer kan slegs na 'n vakante pos bevorder word.

(b) Indien 'n raad besluit dat 'n vakante pos gevul moet word, moet die raad die vakante pos intern en, indien die raad aldus bepaal, in die pers adverteer en moet die bevordering van 'n werknemer na 'n vakante pos oorweeg word as hy skriftelik daarom aansoek doen.

(6) *Persone wat werf, kom nie vir aanstelling in aanmerking nie.*—Iemand wat werf met die doel om aangestel te word in 'n pos in 'n raad se diens, moet nie vir aanstelling daarin in aanmerking geneem word nie. Hierdie bepaling moet aangehaal word in die amptelike aansoekvorm van 'n raad.

5. BESOLDIGING EN SALARISVERHOOGING

(1) *Besoldiging van werknemers.*—Ondanks alle wetsbepalings kan 'n raad—

(a) aan 'n werknemer by aanstelling, oorsluiting of bevordering 'n salaris of loon betaal teen 'n hoër bedrag as die minimum van die toepaslike skaal;

(b) 'n werknemer se salaris spesiaal verhoog binne die skaal wat op hom van toepassing is; en

(c) indien 'n werknemer buitengewoon bekwaam is of spesiale kwalifikasies besit of verdienstelike diens gelewer het, of indien dit in die belang van 'n raad se diens is, so 'n werknemer se salaris spesiaal verhoog binne die skaal wat op hom van toepassing is, of aan hom 'n salaris of loon ooreenkomstig 'n hoër skaal betaal of aan hom ander geskikte beloning toeken.

(2) *Waarnemingstoelae.*—Wanneer 'n werknemer by besluit van die raad minstens 20 agtereenvolgende werkdade in 'n hoër pos waarneem, moet aan hom 'n waarnemingstoelae betaal word, bereken teen 'n tarief wat gelyk is aan die helfte van die verskil tussen die maksima van die salarisskaal van die twee poste en bereken in verhouding tot die tydperk van waarneming: Met dien verstande dat waar daar vir 'n tydperk van minder as 20 werkdade waargeneem word, die raad kan besluit oor die betaling van 'n waarnemingstoelae: Voorts met dien verstande dat aan 'n werknemer wat waarneem nie 'n waarnemingstoelae betaal moet word wat, saam met sy salaris, meer is as die salaris van die bekleër van die pos waarin hy waarneem nie.

(f) If a suspended employee is not charged within seven days under this clause, or if a charge against an employee is withdrawn or not proved, he shall be allowed to resume duty, his full pay for the period of his suspension shall be paid to him in the event of his not having received it during that period and he shall retain any pay received by him in terms of paragraph (e).

(g) A council may cancel the suspension at any time, and despite such cancellation the proceedings in connection with the charge may be continued.

(h) (i) If—

(aa) the employee admits the charge; or

(ab) the head of the department, after having heard the employee personally or considered his written reply, is convinced that the employee is guilty of the misconduct with which he has been charged;

and if the head of the department is of the opinion that the charge is not of a serious nature, he may reprimand the employee or fine him an amount not exceeding R50, which fine may be recovered by deducting it from the employee's remuneration.

(ii) A reprimand or fine imposed upon an employee in terms of subparagraph (i) shall be conveyed to the employee concerned in writing within seven working days by or on behalf of the head of the department and be recorded in his personal file.

(iii) An employee against whom action has been taken in terms of subparagraph (i) (aa) or (ab) may, within seven working days after having been notified of such action, appeal against the finding of the head of the department or the fine, or both the finding and the fine, by notifying the head of the department concerned, in writing, to that effect, and the head of the department concerned shall supply the trade union with a copy of such notice within seven working days.

(iv) Subject to the provisions of this subclause, a committee appointed by a council for this purpose (hereinafter referred to as the "committee"), shall investigate the charge and such investigation shall commence within 20 working days of the date on which the charge was served, and the prosecutor, in consultation with the committee and the person charged, shall fix the date, time and place of the investigation: Provided that the accused shall be given at least seven working days' written notice of the investigation. The trade union shall be entitled to appoint representatives to attend such investigation as observers.

(i) The prosecutor may adduce evidence and advance arguments in support of the charge and may cross-examine any person giving evidence on behalf of the person charged.

(j) At the investigation, the person charged shall have the right to be present and, either in person or through a representative, to be heard, to cross-examine any person called as a witness in support of the charge, to inspect any book or document submitted in evidence, to give evidence himself, to call any other person as witness and to address the committee on the evidence and the charge, conviction and sentence.

(k) The committee shall keep a record of the proceedings at the investigation and of the evidence given.

(l) Failure by the person charged to attend the investigation, either in person or through a representative, shall not invalidate the proceedings.

(m) If the misconduct with which the employee is charged is an offence of which he has been found guilty by a court of law, a certified copy of the record of his hearing and conviction by that court, after the said employee has been identified as the person referred to in such record, shall be sufficient proof that he is guilty of an offence.

(n) After completion of the investigation, the committee shall notify the council and the person charged forthwith in writing of its findings.

(o) The record of the proceedings or a copy thereof shall be furnished to the person charged if he applies therefor within seven working days after he has been informed of the committee's findings.

(p) If the committee finds that the charge has been proved, the committee may, notwithstanding the provisions of any law—

(i) caution or reprimand the person charged; or

(ii) recommend to the council that—

(aa) the person charged be transferred to another post in the council's service in the same or lower grade; or

(ab) the salary or grade, or both, of the person charged be reduced or his salary increment be withheld for a specified period; or

(f) Indien 'n werknemer wat geskors is nie binne sewe dae ingevolge hierdie klousule aangekla word nie, of indien 'n aanklag teen 'n werknemer teruggetrek word of nie bewys word nie, moet hy toegelaat word om weer diens te aanvaar, moet sy volle besoldiging vir die tydperk van sy skorsing aan hom betaal word as hy dit nie gedurende daardie tydperk ontvang het nie en moet hy die besoldiging wat hy ingevolge paragraaf (e) ontvang het, behou.

(g) 'n Raad kan die skorsing te eniger tyd intrek, en ondanks so 'n intrekking kan die verrigtinge in verband met die aanklag voortgesit word.

(h) (i) Indien—

(aa) die werknemer die aanklag erken; of

(ab) die hoof van die departement, nadat hy die werknemer persoonlik aangehoor of sy skriftelike antwoord oorweeg het, daarvan oortuig is dat die werknemer skuldig is aan die wangedrag waarvan hy aangekla word;

en die hoof van die departement van oordeel is dat die aanklag nie van 'n ernstige aard is nie, kan hy die werknemer berispe of met 'n bedrag van hoogstens R50 beboet, welke boete verhaal kan word deur dit van die werknemer se besoldiging af te trek.

(ii) 'n Berisping of boete wat ingevolge subparagraaf (i) opgelê is, moet binne sewe werkdae skriftelik deur of namens die hoof van die departement aan die betrokke werknemer oorgedra en op sy persoonlike lêer aangeteken word.

(iii) 'n Werknemer teen wie daar ingevolge subparagraaf (i) (aa) of (ab) opgetree is, kan binne sewe werkdae nadat hy van sodanige optrede verwittig is teen die hoof van die departement se bevinding of die boete of beide die bevinding en die boete appél aangeteken deur die aanklaer skriftelik kennis met dié strekking te gee, en 'n afskrif van sodanige kennisgewing moet binne sewe werkdae deur die aanklaer aan die vakvereniging gerig word.

(iv) Behoudens hierdie subklousule, moet 'n komitee vir dié doel deur 'n raad aangewys (hierna die "komitee" genoem) die aanklag ondersoek, en daar moet binne 20 werkdae vanaf die datum van betekening van die aanklag met so 'n ondersoek begin word, en die aanklaer moet in oorleg met die komitee en die aangeklaagde die datum, tyd en plek van die ondersoek vasstel: Met dien verstande dat die aangeklaagde minstens sewe werkdae skriftelike kennis van die ondersoek gegee moet word. Die vakvereniging kan verteenwoordigers aanwys om sodanige ondersoek as waarnemers by te woon.

(i) Die aanklaer kan getuienis en argumente aanvoer ter staving van die aanklag en kan iemand wat ten behoeve van die aangeklaagde getuig, kruisvra.

(j) Die aangeklaagde het die reg om by die ondersoek teenwoordig te wees en, hetsy persoonlik of deur 'n verteenwoordiger, aangehoor te word, iemand wat as getuie ter staving van die aanklag geroep is, te kruisvra, alle boeke of dokumente wat as getuienis voorgelê word, te inspekteer, self getuienis af te lê, enige ander persoon as getuie te roep en die komitee toe te spreek oor die getuienis en die aanklag, skuldigebevinding en vonnis.

(k) Die komitee moet 'n rekord hou van die verrigtinge by die ondersoek en van die getuienis wat afgelê is.

(l) Versuim deur die aangeklaagde om die ondersoek by te woon, hetsy persoonlik of deur 'n verteenwoordiger, maak die verrigtinge nie ongeldig nie.

(m) As die wangedrag waarvan die werknemer aangekla word 'n misdryf is waaraan hy deur 'n geregshof skuldig bevind is, is 'n gesertifiseerde afskrif van die rekord van sy verhoor en skuldigebevinding deur daardie hof, nadat vermelde werknemer geïdentifiseer is as die persoon wat in so 'n rekord genoem is, afdoende bewys dat hy skuldig is aan 'n misdryf.

(n) Nadat die ondersoek afgehandel is, moet die komitee onverwyld die raad en die aangeklaagde skriftelik in kennis stel van sy bevinding.

(o) Die rekord van die verrigtinge of 'n afskrif daarvan moet aan die aangeklaagde verstrek word indien hy binne sewe werkdae nadat hy van die komitee se bevinding in kennis gestel is, daarom aansoek doen.

(p) Indien die komitee bevind dat die aanklag bewys is, kan die komitee ondanks alle wetsbepalings—

(i) die aangeklaagde waarsku of berispe; of

(ii) by die raad aanbeveel dat—

(aa) die aangeklaagde na 'n ander pos in die raad se diens oorgeplaas word in dieselfde of 'n laer rang; of

(ab) die aangeklaagde se salaris of rang, of albei, verlaag of sy salarisverhoging vir 'n bepaalde tyd teruggehou word; of

(f) If a suspended employee is not charged within seven days under this clause, or if a charge against an employee is withdrawn or not proved, he shall be allowed to resume duty, his full pay for the period of his suspension shall be paid to him in the event of his not having received it during that period and he shall retain any pay received by him in terms of paragraph (e).

(g) A council may cancel the suspension at any time, and despite such cancellation the proceedings in connection with the charge may be continued.

(h) (i) If—

(aa) the employee admits the charge; or

(ab) the head of the department, after having heard the employee personally or considered his written reply, is convinced that the employee is guilty of the misconduct with which he has been charged;

and if the head of the department is of the opinion that the charge is not of a serious nature, he may reprimand the employee or fine him an amount not exceeding R50, which fine may be recovered by deducting it from the employee's remuneration.

(ii) A reprimand or fine imposed upon an employee in terms of subparagraph (i) shall be conveyed to the employee concerned in writing within seven working days by or on behalf of the head of the department and be recorded in his personal file.

(iii) An employee against whom action has been taken in terms of subparagraph (i) (aa) or (ab) may, within seven working days after having been notified of such action, appeal against the finding of the head of the department or the fine, or both the finding and the fine, by notifying the head of the department concerned, in writing, to that effect, and the head of the department concerned shall supply the trade union with a copy of such notice within seven working days.

(iv) Subject to the provisions of this subclause, a committee appointed by a council for this purpose (hereinafter referred to as the "committee"), shall investigate the charge and such investigation shall commence within 20 working days of the date on which the charge was served, and the prosecutor, in consultation with the committee and the person charged, shall fix the date, time and place of the investigation: Provided that the accused shall be given at least seven working days' written notice of the investigation. The trade union shall be entitled to appoint representatives to attend such investigation as observers.

(i) The prosecutor may adduce evidence and advance arguments in support of the charge and may cross-examine any person giving evidence on behalf of the person charged.

(j) At the investigation, the person charged shall have the right to be present and, either in person or through a representative, to be heard, to cross-examine any person called as a witness in support of the charge, to inspect any book or document submitted in evidence, to give evidence himself, to call any other person as witness and to address the committee on the evidence and the charge, conviction and sentence.

(k) The committee shall keep a record of the proceedings at the investigation and of the evidence given.

(l) Failure by the person charged to attend the investigation, either in person or through a representative, shall not invalidate the proceedings.

(m) If the misconduct with which the employee is charged is an offence of which he has been found guilty by a court of law, a certified copy of the record of his hearing and conviction by that court, after the said employee has been identified as the person referred to in such record, shall be sufficient proof that he is guilty of an offence.

(n) After completion of the investigation, the committee shall notify the council and the person charged forthwith in writing of its findings.

(o) The record of the proceedings or a copy thereof shall be furnished to the person charged if he applies therefor within seven working days after he has been informed of the committee's findings.

(p) If the committee finds that the charge has been proved, the committee may, notwithstanding the provisions of any law—

(i) caution or reprimand the person charged; or

(ii) recommend to the council that—

(aa) the person charged be transferred to another post in the council's service in the same or lower grade; or

(ab) the salary or grade, or both, of the person charged be reduced or his salary increment be withheld for a specified period; or

(f) Indien 'n werknemer wat geskors is nie binne sewe dae ingevolge hierdie klousule aangekla word nie, of indien 'n aanklag teen 'n werknemer teruggetrek word of nie bewys word nie, moet hy toegelaat word om weer diens te aanvaar, moet sy volle besoldiging vir die tydperk van sy skorsing aan hom betaal word as hy dit nie gedurende daardie tydperk ontvang het nie en moet hy die besoldiging wat hy ingevolge paragraaf (e) ontvang het, behou.

(g) 'n Raad kan die skorsing te eniger tyd intrek, en ondanks so 'n intrekking kan die verrigtinge in verband met die aanklag voortgesit word.

(h) (i) Indien—

(aa) die werknemer die aanklag erken; of

(ab) die hoof van die departement, nadat hy die werknemer persoonlik aangehoor of sy skriftelike antwoord oorweeg het, daarvan oortuig is dat die werknemer skuldig is aan die wangedrag waarvan hy aangekla word;

en die hoof van die departement van oordeel is dat die aanklag nie van 'n ernstige aard is nie, kan hy die werknemer berispe of met 'n bedrag van hoogstens R50 beboet, welke boete verhaal kan word deur dit van die werknemer se besoldiging af te trek.

(ii) 'n Berisping of boete wat ingevolge subparagraaf (i) opgelê is, moet binne sewe werkdag skriftelik deur of namens die hoof van die departement aan die betrokke werknemer oorgedra en op sy persoonlike lêer aangeteken word.

(iii) 'n Werknemer teen wie daar ingevolge subparagraaf (i) (aa) of (ab) opgetree is, kan binne sewe werkdag nadat hy van sodanige optrede verwittig is teen die hoof van die departement se bevinding of die boete of beide die bevinding en die boete appèl aangeteken deur die aanklaer skriftelik kennis met dié strekking te gee, en 'n afskrif van sodanige kennisgewing moet binne sewe werkdag deur die aanklaer aan die vakvereniging gerig word.

(iv) Behoudens hierdie subklousule, moet 'n komitee vir dié doel deur 'n raad aangewys (hierna die "komitee" genoem) die aanklag ondersoek, en daar moet binne 20 werkdag vanaf die datum van betekening van die aanklag met so 'n ondersoek begin word, en die aanklaer moet in oorleg met die komitee en die aangeklaagde die datum, tyd en plek van die ondersoek vasstel: Met dien verstande dat die aangeklaagde minstens sewe werkdag skriftelike kennis van die ondersoek gegee moet word. Die vakvereniging kan verteenwoordigers aanwys om sodanige ondersoek as waarnemers by te woon.

(i) Die aanklaer kan getuienis en argumente aanvoer ter staving van die aanklag en kan iemand wat ten behoeve van die aangeklaagde getuig, kruisvra.

(j) Die aangeklaagde het die reg om by die ondersoek teenwoordig te wees en, hetsy persoonlik of deur 'n verteenwoordiger, aangehoor te word, iemand wat as getuie ter staving van die aanklag geriep is, te kruisvra, alle boeke of dokumente wat as getuienis voorgelê word, te inspekteer, self getuienis af te lê, enige ander persoon as getuie te roep en die komitee toe te spreek oor die getuienis en die aanklag, skuldigebevinding en vonnis.

(k) Die komitee moet 'n rekord hou van die verrigtinge by die ondersoek en van die getuienis wat afgelê is.

(l) Versuim deur die aangeklaagde om die ondersoek by te woon, hetsy persoonlik of deur 'n verteenwoordiger, maak die verrigtinge nie ongeldig nie.

(m) As die wangedrag waarvan die werknemer aangekla word 'n misdryf is waaraan hy deur 'n geregtshof skuldig bevind is, is 'n gesertifiseerde afskrif van die rekord van sy verhoor en skuldigebevinding deur daardie hof, nadat vermelde werknemer geïdentifiseer is as die persoon wat in so 'n rekord genoem is, afdoende bewys dat hy skuldig is aan 'n misdryf.

(n) Nadat die ondersoek afgehandel is, moet die komitee onverwyld die raad en die aangeklaagde skriftelik in kennis stel van sy bevinding.

(o) Die rekord van die verrigtinge of 'n afskrif daarvan moet aan die aangeklaagde verstrek word indien hy binne sewe werkdag nadat hy van die komitee se bevinding in kennis gestel is, daarom aansoek doen.

(p) Indien die komitee bevind dat die aanklag bewys is, kan die komitee ondanks alle wetsbepalings—

(i) die aangeklaagde waarsku of berispe; of

(ii) by die raad aanbeveel dat—

(aa) die aangeklaagde na 'n ander pos in die raad se diens oorgeplaas word in dieselfde of 'n laer rang; of

(ab) die aangeklaagde se salaris of rang, of albei, verlaag of sy salarisverhoging vir 'n bepaalde tyd teruggehou word; of

(ac) the person charged be dismissed or that he be called upon to resign from the council's service as from a specified date: Provided that if he fails to comply with the request, he shall be deemed to have been dismissed as from the specified date; or

(ad) in the case of (aa) or (ab) (*supra*), either the whole or a part of the sentence be suspended for a period not exceeding 12 months on such condition(s) as the council deems fit under the circumstances.

(q) After consideration of a recommendation in terms of paragraph (p) (ii), the council may—

- (i) adopt such recommendation; or
- (ii) impose any penalty referred to therein.

(r) If an employee suspended in terms of paragraph (d) is not dismissed or called upon to resign, he shall be permitted to resume duty forthwith and, in such event, he shall be paid in full for the period of his suspension in the event of his not having received payment during that period and he shall retain any remuneration received by him in terms of paragraph (e).

(3) *Manner in which notice shall be given or furnished.*—When a notice, statement or other document is required to be given or furnished to or served upon any person under subclause (2) or any matter is to be communicated to any such person in writing, such notice, statement, document or communication shall be forwarded to him by registered post or delivered to him or left at his last known place of residence.

7. TERMINATION OF SERVICE

(1) (a) Unless a council decides otherwise, the services of an employee who is not a member of a municipal pension fund shall be terminated when he attains the age of 60 years.

(b) Notwithstanding the provisions of any law, the council may terminate the services of a permanent employee—

- (i) due to continued ill-health should this prevent the proper performance of the employee's duties; or
- (ii) due to the abolition or conversion of the post occupied by the employee or due to any reduction in or reorganisation or readjustment of the posts if such employee cannot be appointed or transferred to any other suitable post: Provided that such employee is given at least three months' written notice of such termination of service; or
- (iii) as contemplated in clause 4 (4) (c) (ii) or 4 (4) (d); or
- (iv) as contemplated in clause 6 (2) (p) (ii) (ac).

(c) An employee who absents himself from his post for a period of more than 10 consecutive working days without permission or a good reason acceptable to a council shall be deemed to have been dismissed with effect from the date immediately following his last working day, unless the council determines otherwise.

(d) Notwithstanding the provisions of any law and the provisions of paragraph (b) (ii) and except in the case of conviction of misconduct, the services of a permanent employee shall be terminated by his giving to or being given by a council, as the case may be, not less than one month's notice in writing of termination of service: Provided that a council may accept written notice of less than one month by the employee.

(e) Notwithstanding the provisions of any law, the services of a temporary employee shall be terminated in terms of the conditions relating to his employment.

8. GENERAL

(1) *Duties performed under specific circumstances.*—(a) An employee may be called upon to report for duty for such periods outside his official hours of duty as the exigencies of the service may require, and shall be deemed not to have contravened the provisions hereof if the head of the department is satisfied that for a good and sufficient reason he cannot report for such duty.

(b) If necessitated by the exigencies of the service in exceptional or urgent circumstances, a council may require an employee temporarily to perform duties other than those normally assigned to him: Provided that such duties are compatible with his grade or post.

(c) Unless otherwise provided in this Agreement and notwithstanding the provisions of any law—

- (i) no employee may claim additional remuneration in respect of any duty or work in a council's service he is called upon by a competent authority to perform during his official hours of duty;

(ac) die aangeklaagde ontslaan word of dat hy aangesê word om uit die raad se diens te bedank met ingang van 'n bepaalde datum: Met dien verstande dat as hy nie bedank soos aangesê nie, hy ontslaan geag word vanaf die bepaalde datum; of

(ad) in die geval van (aa) of (ab) (*supra*), of die geheel of 'n deel van die vonnis opgeskort word vir 'n tydperk van hoogstens 12 maande op sodanige voorwaarde(s) as wat die raad onder die omstandighede toepaslik ag.

(q) Na oorweging van 'n aanbeveling ingevolge paragraaf (q) (ii) kan die raad—

- (i) sodanige aanbeveling aanvaar; of
- (ii) 'n daarin vermelde straf opleë.

(r) As 'n werknemer wat ingevolge paragraaf (d) geskors is nie ontslaan of aangesê word om te bedank nie, moet hy toegelaat word om onverwyld diens te hervat en in so 'n geval moet hy vir die tydperk van sy skorsing ten volle betaal word as hy nie gedurende daardie tydperk besoldiging ontvang het nie en moet hy besoldiging wat hy ingevolge paragraaf (e) ontvang het, behou.

(3) *Wyse waarop kennis gegee of verstrek moet word.*—Wanneer 'n kennisgewing, verklaring of ander dokument ingevolge subklousule (2) aan 'n persoon gegee, verstrek of beteken moet word of 'n saak skriftelik aan so 'n persoon meegedeel moet word, moet so 'n kennisgewing, verklaring, dokument of mededeling per geregistreerde pos aan hom gestuur of aan hom afgelewer of by sy laaste bekende woonplek gelaat word.

7. DIENSBEÏNDIGING

(1) (a) Tensy 'n raad anders besluit, moet die dienste van 'n werknemer wat nie lid van 'n munisipale pensioenfonds is nie beëindig word wanneer hy die ouderdom van 60 jaar bereik.

(b) Ondanks alle wetsbepalings, kan die raad die dienste van 'n permanente werknemer beëindig—

- (i) weens voortdurende swak gesondheid indien dit die werknemer verhoed om sy pligte behoorlik uit te voer; of
- (ii) weens die afskaffing of omskepping van die pos wat die werknemer beklee of weens die vermindering of reorganisasie of herreëling van die poste indien so 'n werknemer nie in 'n ander geskikte pos aangestel of oorgeplaas kan word nie: Met dien verstande dat aan sodanige werknemer minstens drie maande skriftelike kennis van sodanige diensbeëindiging gegee moet word; of
- (iii) soos in klousule 4 (4) (c) (iii) of 4 (4) (d) beoog; of
- (iv) soos in klousule 6 (2) (p) (ii) (ac) beoog.

(c) 'n Werknemer wat sonder toestemming of 'n goeie rede wat vir 'n raad aanvaarbaar is langer as 10 agtereenvolgende werkdade van sy pos afwesig is, moet geag word ontslaan te wees met ingang van die datum wat onmiddellik op sy laaste werkdag volg, tensy die raad anders bepaal.

(d) Ondanks alle wetsbepalings en paragraaf (b) (ii) en behalwe in die geval van skuldigebevinding aan wangedrag, moet die diens van 'n permanente werknemer beëindig word wanneer minstens een maand skriftelike kennis van diensbeëindiging deur hom of 'n raad gegee en ontvang is, na gelang van die geval: Met dien verstande dat 'n raad skriftelike kennis van minder as een maand deur die werknemer kan aanvaar.

(e) Ondanks alle wetsbepalings, moet die dienste van 'n tydelike werknemer beëindig word ingevolge die voorwaardes wat op sy indienshouding betrekking het.

8. ALGEMEEN

(1) *Pligte verrig onder bepaalde omstandighede.*—(a) 'n Werknemer kan aangesê word om hom vir diens aan te meld vir sodanige tydperke buite die amptelike diensure as wat die vereistes van die diens nodig maak, en word geag die bepaling hiervan nie te oortree het nie as die hoof van sy departement daarvan oortuig is dat hy hom om goeie en voldoende redes nie vir sodanige diens kan aanmeld nie.

(b) Indien die vereistes van die diens dit in buitengewone of dringende omstandighede noodsaak, kan 'n raad van 'n werknemer vereis om tydelik ander pligte te verrig as dié wat normaalweg aan hom toegewys is: Met dien verstande dat sodanige pligte by sy rang of pos pas.

(c) Tensy daar in hierdie Ooreenkoms anders bepaal word en ondanks alle wetsbepalings—

- (i) kan geen werknemer aanspraak maak op addisionele besoldiging ten opsigte van pligte of werk in 'n raad se diens wat hy deur 'n bevoegde gesag aangesê word om gedurende sy amptelike diensure te verrig nie;

(ii) all moneys received by an employee for work performed during his official hours of duty other than in the performance of his normal duties shall be paid into a council's revenue fund unless the council orders otherwise.

(2) *Method of making representations.*—(a) An employee shall make written representations to the council only through the head of his department on matters affecting him in his capacity as an employee.

(b) An employee who has any grievance or complaint arising out of his employment, may submit the matter in writing to the head of his department who shall take such action as he may deem fit and immediately advise the employee in writing to that effect. If the employee is dissatisfied with the ruling given by the head of the department he may make representations to the town clerk who shall take such steps as he may deem fit and advise the employee in writing to that effect. If the employee is dissatisfied with the latter ruling, he may appeal to the management committee and in such event the town clerk shall submit the matter for consideration to the management committee.

(3) *Efficient performance of work and courteous conduct.*—Every employee shall be responsible for the proper and efficient discharge of the work assigned to him, and he shall at all times behave courteously.

(4) *Residential address and telephone number.*—An employee shall notify the council of his residential address and home telephone number and any change therein.

(5) *Employees to be used for purposes of a council only.*—An employee shall not use or permit to be used any other employees during their hours of duty for purpose other than those of a council.

(6) *Property to be used for purposes of a council only.*—Except in the discharge of his official duties, an employee shall not use or cause to be used property or goods of a council or remove or cause them to be removed from council premises.

(7) *Examination by a medical board.*—If a permanent employee's health becomes so impaired that, in the opinion of the council, he is unable to perform his normal duties, the council may request the management committee of the pension fund of which such employee is a member to cause him to be examined by a medical board in order to ascertain whether his health is such that his services should be terminated in terms of the provisions of that pension fund owing to his ill-health.

(8) *Council to provide employees with protective clothing and the necessary equipment.*—A council shall provide an employee, on such conditions as it may determine, with a uniform, suitable protective clothing and other personal equipment deemed necessary for the proper execution of his duties or pay him an allowance for the acquisition thereof.

(9) *Membership of the trade union.*—(a) Membership of the trade union is restricted to employees in the employ of a council who qualifies for membership of the trade union.

(b) Subscription payable to the trade union shall be deducted from a member's pay and be paid over to the trade union.

(10) *Council to consult trade union.*—A council shall, in connection with any matter affecting any member or members of the trade union before taking any final or binding decision on the matter, first consult the trade union, and if no consensus can be reached, shall refer the matter to the Industrial Council for consideration.

(11) *Employees to be provided with a copy of this Agreement upon appointment.*—Upon appointment to a council's service, every employee shall be provided with a copy of this Agreement, together with such instructions as the town clerk and head of the department may deem necessary, and the employee shall acknowledge receipt thereof.

9. LEAVE OF ABSENCE

(1) *Leave register.*—All leave of absence due, granted and taken shall be recorded in a leave register under the control of a person appointed by a council, and an employee's leave record shall be available for inspection by him at all reasonable times during office hours.

(2) *Leave subject to requirements of service.*—Notwithstanding the provisions of any law, leave of absence, other than sick leave, shall be granted with due consideration to a council's leave requirements.

(ii) moet alle geld wat deur 'n werknemer ontvang word vir ander werk verrig gedurende sy amptelike diensure as by die uitvoering van sy normale pligte, in 'n raad se inkomstefonds gestort word tensy die raad anders gelas.

(2) *Wyse waarop vertoë gerig moet word.*—(a) 'n Werknemer moet vertoë skriftelik tot die raad rig slegs deur bemiddeling van die hoof van sy departement oor sake wat hom in sy hoedanigheid as werknemer raak.

(b) 'n Werknemer wat 'n grief of klage het wat uit sy diens ontstaan, kan dit skriftelik voorlê aan die hoof van sy departement wat die stappe moet doen wat hy goed ag en die werknemer onmiddellik skriftelik daarvan in kennis moet stel. Indien die werknemer nie met die beslissing van die hoof van die departement tevrede is nie, kan hy vertoë rig tot die stadsclerk wat die stappe moet doen wat hy goed ag en die werknemer skriftelik daarvan in kennis moet stel. As die werknemer nie daarmee tevrede is nie, kan hy appelleer na die bestuurskomitee, en in so 'n geval moet die stadsclerk die saak aan die bestuurskomitee vir oorweging voorlê.

(3) *Doeltreffende werkverrigting en hoflike gedrag.*—Elke werknemer is verantwoordelik vir die behoorlike en doeltreffende uitvoering van die werk wat aan hom toegewys word, en hy moet hom te alle tye hoflik gedra.

(4) *Woonadres en telefoonnommer.*—'n Werknemer moet die raad in kennis stel van sy woonadres en huistelefoonnommer en alle veranderinge daarvan.

(5) *Werknemers mag slegs vir doeleindes van 'n raad gebruik word.*—'n Werknemer mag nie ander werknemers gedurende hul werkure vir ander doeleindes as dié van 'n raad gebruik of toelaat dat hulle daarvoor gebruik word nie.

(6) *Eiendom mag slegs vir doeleindes van 'n raad gebruik word.*—Behalwe by die uitvoering van sy amptelike pligte, mag 'n werknemer nie eiendom of goedere van 'n raad gebruik of dit van die raad se persele verwyder of toelaat dat dit gebruik of verwyder word nie.

(7) *Ondersoek deur 'n mediese raad.*—Indien 'n permanente werknemer se gesondheidstoestand so verswak dat hy na die mening van die raad sy normale pligte nie kan nakom nie, kan die raad die bestuurskomitee van die pensioenfonds waarvan so 'n werknemer lid is, versoek om hom deur 'n mediese raad te laat ondersoek sodat vasgestel kan word of sy gesondheidstoestand van so 'n aard is dat sy dienste ingevolge die bepalings van daardie pensioenfonds weens sy swak gesondheid beëindig moet word.

(8) *'n Raad moet werknemers van beskermende klere en die nodige uitrusting voorsien.*—'n Raad moet op voorwaardes deur hom bepaal aan 'n werknemer 'n uniform, geskikte beskermende klere en ander persoonlike uitrusting verskaf wat vir die behoorlike uitvoering van sy pligte nodig geag word of hom 'n toelae vir die aanskaffing daarvan betaal.

(9) *Lidmaatskap van die vakvereniging.*—(a) Lidmaatskap van die vakvereniging is beperk tot werknemers van 'n Raad wat kwalifiseer vir lidmaatskap van die vakvereniging.

(b) Die ledegeld aan die vakvereniging verskuldig moet van 'n lid se besoldiging afgetrek en aan die vakvereniging oorbetal word.

(10) *'n Raad moet met die vakvereniging oorleg pleeg.*—'n Raad moet, in die geval van alle sake wat 'n lid of lede van die vakvereniging raak, voordat 'n finale en bindende besluit daarvoor geneem word eers met die vakvereniging en die werkgewersorganisasie oorleg pleeg, en indien daar nie eenstemmigheid bereik word nie moet die aangeleentheid vir oorweging na die Nywerheidsraad verwys word.

(11) *Werknemers moet by aanstelling voorsien word van 'n eksemplaar van hierdie Ooreenkoms.*—Aan elke werknemer moet by sy aanstelling in 'n raad se diens 'n eksemplaar van hierdie Ooreenkoms verskaf word, tesame met sodanige opdragte as wat die stadsclerk en die hoof van die departement nodig ag, en die werknemer moet ontvangs daarvan erken.

9. AFWESIGHEIDSVERLOF

(1) *Verlofregister.*—Alle afwesigheidsverlof verskuldig, toegestaan en geneem, moet aangeteken word in 'n verlofregister wat onder die beheer is van 'n persoon deur 'n raad aangestel, en 'n werknemer se verloftekord moet op alle redelike tye gedurende kantoorure vir hom ter insae beskikbaar wees.

(2) *Verlof onderworpe aan vereistes van diens.*—Ondanks alle wetsbepalings, moet afwesigheidsverlof, uitgesonderd siekteverlof, toegestaan word met behoorlike inagneming van 'n raad se verlofvereistes.

(3) *Granting and cancellation of leave of absence and leave application forms.*—(a) (i) Leave of absence shall be subject to the approval of a council.

(ii) An employee shall apply for leave of absence in a form approved by a council.

(iii) Application for leave of absence shall be made by an employee in the manner as determined by a council.

(iv) Notwithstanding the provisions of any law, a council may at any time cancel, postpone or interrupt leave of absence, other than sick leave, which has been granted to an employee, should it be deemed necessary in the council's interest to do so, and such an employee shall be compensated by the council for irrecoverable expenses or commitments incurred by him before he had been notified of the cancellation, postponement or interruption.

(v) Should an employee, whose leave of absence is interrupted, travel in order to resume duty, a council shall pay his expenses for the forward and return journey and he shall be regarded as being on duty while travelling.

(vi) Cancellation, postponement or interruption of leave of absence granted shall be confirmed in writing.

(vii) Should a council refuse an employee's application for leave of absence or cancel, postpone or interrupt such leave, the reasons for such action shall be noted in the leave register and the employee shall be credited with such leave over and above the maximum determined in terms of subclause (10) (c) and be permitted to take it within 12 months after such refusal, cancellation, postponement or interruption.

(b) An employee shall not go off duty or absent himself from duty without prior permission unless he is prevented by sudden illness or owing to other circumstances acceptable to a council from remaining on duty or reporting for duty.

(c) Except in the case of sick leave, the period from the date on which an application for leave is received until the date on which the leave begins shall not be shorter than the period of leave applied for: Provided that a shorter period may be allowed under exceptional circumstances.

(4) *Prepayment of salary during vacation leave.*—An employee to whom vacation leave has been granted shall be entitled to receive, on the last working day before leave commences, the salary or wage which would otherwise have been paid to him during the leave period.

(5) *Classification of leave of absence.*—Leave of absence shall be classified as—

- (a) vacation leave;
- (b) sick leave; and
- (c) special leave.

(6) *Unauthorised absence from duty.*—Unauthorised absence from duty shall, regardless of any disciplinary measure against an employee, be deemed to be special leave without payment, unless a council decides otherwise.

(7) *Grouping of employees for leave purposes.*—(a) Subject to the provisions of subclause (20), employees shall be grouped as follows for leave purposes and leave shall accrue as indicated opposite each group: Provided that, subject to the provisions of paragraph (b), leave due to any employee in the service of a council on the date of the commencement of this Agreement shall not be reduced as long as he occupies the same post in a council's service:

(i) Vacation leave:

Classification	Group	Annual accrual
All employees in the first salary scale of a council's grading scheme and all employees receiving a salary of not less than R33 708,00	A	30 working days on full pay.
Employees who do not fall in Group A and who receive a salary of not less than R23 796,00	B	27 working days on full pay.
Employees who do not fall in Group A or B and who receive a salary of not less than R9 660,00	C	25 working days on full pay.
Employees who do not fall in Group A, B or C and who receive a salary of not less than R5 808,00	D	18 working days on full pay.
Employees who receive a salary of less than R5 808,00	E	15 working days on full pay.

Provided that should the above-mentioned salaries be adjusted, the corresponding adjusted salaries shall apply in respect of every leave classification.

(3) *Toestaan en intrekking van afwesigheidsverlof en verlofaansoek-vorms.*—(a) (i) Afwesigheidsverlof is onderworpe aan die goedkeuring van 'n raad.

(ii) 'n Werknemer moet aansoek om afwesigheidsverlof doen in 'n vorm deur 'n raad goedgekeur.

(iii) Aansoek om afwesigheidsverlof moet deur 'n werknemer gedoen word op die wyse soos deur 'n raad bepaal.

(iv) Ondanks alle wetsbepalings, kan afwesigheidsverlof, uitgesonderd siekteverlof, wat aan 'n werknemer toegestaan is, te eniger tyd deur 'n raad ingetrek, uitgestel of onderbreek word as dit in belang van die raad nodig geag word, en so 'n werknemer moet deur die raad vergoed word vir onverhaalbare uitgawes of verpligtings deur hom aangegaan voordat hy van die intrekking, uitstel of onderbreking in kennis gestel is.

(v) As 'n werknemer wie se afwesigheidsverlof onderbreek word, moet reis ten einde diens te hervat, moet 'n raad sy onkoste vir die heen- en terugreis betaal en word daar geag dat hy diens doen terwyl hy reis.

(vi) Intrekking, uitstel of onderbreking van afwesigheidsverlof wat toegestaan is, moet skriftelik bevestig word.

(vii) Indien 'n raad 'n werknemer se aansoek om afwesigheidsverlof weier of dit intrek, uitstel of onderbreek, moet die redes daarvoor in die verlofregister aangeteken word en moet die werknemer met die verlof wat geweier, ingetrek, uitgestel of onderbreek is, gekrediteer word bo en behalwe die maksimum in subklousule (10) (c) vasgestel en moet hy toegelaat word om dit binne 12 maande na so 'n weiering, intrekking, uitstel of onderbreking te neem.

(b) Behalwe waar 'n werknemer weens skielike siekte of weens ander omstandighede wat vir 'n raad aanneemlik is, verhinder word om op diens te bly of hom vir diens aan te meld, mag hy nie sonder vooraf verkreef verlof van diens af gaan of daarvan wegbly nie.

(c) Die tydperk vanaf die datum waarop 'n aansoek om verlof ontvang word tot die datum waarop die verlof begin, mag, behalwe in die geval van siekteverlof, nie korter wees as die tydperk van verlof waarom aansoek gedoen word nie: Met dien verstande dat 'n korter tydperk onder buitengewone omstandighede toegelaat kan word.

(4) *Vooruitbetaling van salaris tydens vakansieverlof.*—'n Werknemer aan wie vakansieverlof toegestaan is, is daarop geregtig om op die laaste werkdag voordat sodanige verlof 'n aanvang neem, die salaris of loon te ontvang wat andersins gedurende die verloftydperk aan hom betaal sou word.

(5) *Indeling van afwesigheidsverlof.*—Afwesigheidsverlof word ingedeel in—

- (a) vakansieverlof;
- (b) siekteverlof; en
- (c) spesiale verlof.

(6) *Ongemagtigde afwesigheid van diens.*—Ongemagtigde afwesigheid van diens word, ongeag tugmaatreëls teen 'n werknemer geag spesiale verlof sonder betaling te wees, tensy 'n raad anders besluit.

(7) *Groepering van werknemers vir verlofdoeleindes.*—(a) Behoudens subklousule (20) word werknemers vir verlofdoeleindes in die volgende groepe ingedeel en verlof was aan soos teenoor elke groep aangedui: Met dien verstande dat, behoudens paragraaf (b), verlof verskuldig aan 'n werknemer in 'n raad se diens by die inwerkingtrekking van hierdie Ooreenkoms nie verminder mag word solank hy in dieselfde pos in diens van 'n raad is nie:

(i) Vakansieverlof

Indeling	Groep	Jaarlikse aanwas
Alle werknemers in die eerste salarisvlak van 'n raad se graderingskema en alle werknemers wat 'n salaris van minstens R33 708,00 ontvang	A	30 werkdade met volle besoldiging.
Werknemers wat nie in Groep A val nie en wat 'n salaris van minstens R23 796,00 ontvang	B	27 werkdade met volle besoldiging.
Werknemers wat nie in Groep A of B val nie en wat 'n salaris van minstens R9 660,00 ontvang	C	25 werkdade met volle besoldiging.
Werknemers wat nie in Groep A, B of C val nie en wat 'n salaris van minstens R5 808,00 ontvang	D	18 werkdade met volle besoldiging.
Werknemers wat 'n salaris van minder as R5 808,00 ontvang	E	15 werkdade met volle besoldiging.

Met dien verstande dat indien die salarisse voornoem aangepas word, die ooreenstemmende aangepaste salarisse moet geld ten opsigte van elke verlofindeling.

(ii) Sick leave:

Classification	Number of days in each cycle
All employees	(aa) 90 working days on full pay; and (ab) 90 working days on half pay.

(b) For the purposes of this clause, all employees shall be deemed to work a five-day week.

(8) *Termination of permanent service and re-employment.*—If a permanent employee whose service is terminated for any reason whatsoever is re-employed, such re-employment shall for leave purposes be regarded as a new appointment.

(9) *Leave of absence granted in excess.*—When more paid leave of absence than his due has been granted to an employee inadvertently but in good faith, and been taken by him, the leave granted in excess may be deducted from leave which may accrue to him later, or the value thereof may be claimed from him, whichever the employee may prefer.

(10) *General provisions: Vacation leave.*—(a) Vacation leave shall accrue in respect of each completed month of service at the rate of one twelfth of the number of working days due to an employee in terms of subclause (7) (a) (i).

(b) (i) An employee in Group A, B or C shall, in respect of every completed year of service and before the end of the next ensuing year of service, take at least half of his annual vacation leave accrual of which at least 10 working days shall be taken consecutively. An employee in Group D or E shall take at least 10 working days consecutively.

(ii) The remaining leave of an employee may be accumulated.

(iii) Subject to the provisions of subclause (3) (a) (vii), leave not taken by an employee in terms of paragraph (b) (i) above shall be deducted from his leave credit.

(c) (i) Subject to the provisions of clause 10 (2), an employee may not have more than 250 working day's vacation leave to his credit.

(ii) During an employee's first year of service not more than one third of his annual leave accrual as determined in subclause (7) (a) (i) may be granted to him if it has already accrued to him in terms of this subclause.

(11) *Vacation leave without pay.*—If valid reasons exist therefor, a council may grant an employee who has no paid vacation leave to his credit, unpaid vacation leave for not more than 130 working days in any period of 18 months: Provided that a council may, in exceptional cases, cancel the restrictions herein contained.

(12) *General provisions: Sick leave.*—(a) Sick leave shall accrue to an employee on the first day of a cycle: Provided that sick leave on full or half pay shall be granted to no employee in respect of absence during his first 20 working days' service, unless a council determines otherwise after consideration of the case.

(b) If during a cycle not more than 20 working days sick leave without certificates for indisposition are granted to an employee, there shall at the end of a cycle be added $33\frac{1}{3}$ per cent (one third) of the unused sick leave up to maximum of 30 working days on full pay and 30 working days on half pay to the sick leave to which an employee is entitled during the ensuing cycle: Provided that in respect of any cycle no employee shall become entitled to more than 120 working days' sick leave on full pay and 120 working days' sick leave on half pay.

(c) If the maximum period of sick leave to which an employee is entitled has been granted to him and, owing to reasons of health, he is not able to resume duty, a council may—

(i) on submission of a satisfactory certificate from a registered medical practitioner or dentist; and

(ii) if it is satisfied that the employee is at that moment not permanently incapacitated to resume his normal duties; and

(iii) if the employee has no vacation leave to his credit;

grant to such employee further sick leave on half pay for not more than 66 working days in any cycle. Such grant may be made in respect of separate periods of absence and in respect of indispositions of different kinds.

(ii) Siekteverlof:

Indeling	Getal werkdae in elke siklus
Alle werknemers.....	(aa) 90 werkdae met volle besoldiging; en (ab) 90 werkdae met halwe besoldiging.

(b) Vir die toepassing van hierdie klousule word alle werknemers geag 'n werkweek van vyf dae te werk.

(8) *Beëindiging van permanente diens en herindiensneming.*—As 'n permanente werknemer wie se diens om watter rede ook al beëindig word weer in diens geneem word, moet so 'n herindiensneming vir verlofdoeleindes as 'n nuwe aanstelling beskou word.

(9) *Te veel afwesigheidsverlof toegestaan.*—Wanneer aan 'n werknemer per abuis maar te goeder trou meer afwesigheidsverlof met besoldiging as wat hom toekom, toegestaan is en deur hom geneem is, kan die verlof wat te veel toegestaan is, afgetrek word van verlof wat later aan hom toeval, of die waarde daarvan kan van hom gevorder word, na gelang die werknemer verkies.

(10) *Algemene bepalings: Vakansieverlof.*—(a) Vakansieverlof was aan ten opsigte van elke voltooide maand diens teen een twaalfde van die aantal werkdae wat kragtens subklousule (7) (a) (i) aan 'n werknemer toekom.

(b) (i) 'n Werknemer in Groep A, B of C moet ten opsigte van elke voltooide diensjaar en voor die einde van die diensjaar wat daarop volg minstens die helfte van sy jaarlikse vakansieverlofaanwas neem waarvan minstens 10 werkdae aaneenlopende geneem moet word. 'n Werknemer in Groep D of E moet minstens 10 werkdae aaneenlopend neem.

(ii) die oorblywende verlof van 'n werknemer kan ooploop.

(iii) Behoudens subklousule (3) (a) (vii), moet verlof wat nie ingevolge paragraaf (b) (i) hierbo deur 'n werknemer geneem word nie van sy verlofkrediet afgetrek word.

(c) (i) Behoudens klousule 10 (2), mag 'n werknemer hoogstens 250 werkdae vakansieverlof tot sy krediet hê.

(ii) Gedurende 'n werknemer se eerste diensjaar kan hoogstens een derde van sy jaarlikse verlofaanwas soos in subklousule (7) (a) (i) bepaal aan hom toegestaan word as dit ingevolge hierdie subklousule reeds aangewas het.

(11) *Vakansieverlof sonder besoldiging.*—As grondige redes daarvoor bestaan, kan 'n raad aan 'n werknemer wat geen vakansieverlof met besoldiging tot sy krediet het nie, vakansieverlof sonder besoldiging toestaan vir hoogstens 130 werkdae in 'n tydperk van 18 maande: Met dien verstande dat 'n raad in uitsonderlike gevalle die beperkings hierin vervat, kan ophef.

(12) *Algemene bepalings: Siekteverlof.*—(a) Siekteverlof val aan 'n werknemer toe op die eerste dag van 'n siklus: Met dien verstande dat siekteverlof met volle of halwe besoldiging aan geen werknemer toegestaan word ten opsigte van afwesigheid gedurende sy eerste 20 werkdae diens nie, tensy 'n raad anders bepaal ná oorweging van die geval.

(b) Indien daar gedurende 'n siklus hoogstens 20 werkdae siekteverlof sonder sertifikate vir ongesteldheid aan 'n werknemer toegestaan word, moet daar aan die einde van 'n siklus $33\frac{1}{3}$ persent (een derde) van die ongebruikte siekteverlof maar hoogstens 30 werkdae met volle en 30 werkdae met halwe besoldiging gevoeg word by die siekteverlof waarop die werknemer gedurende die daaropvolgende siklus geregtig is: Met dien verstande dat geen werknemer ten opsigte van 'n siklus op meer as 120 werkdae siekteverlof met volle besoldiging en 120 werkdae siekteverlof met halwe besoldiging geregtig is nie.

(c) As die maksimum siekteverlof waarop 'n werknemer geregtig is aan hom toegestaan is en hy weens gesondheidsredes nie in staat is om sy pligte te hervat nie, kan 'n raad—

(i) by voorlegging van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer of tandarts; en

(ii) as hy daarvan oortuig is dat die werknemer op daardie tyd nie permanent ongeskik is om sy normale pligte te hervat nie; en

(iii) as die werknemer geen vakansieverlof tot sy krediet het nie; verdere siekteverlof met halwe besoldiging vir hoogstens 66 werkdae in 'n siklus aan hom toestaan. So 'n vergunning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

(d) (i) On written application by an employee, vacation leave which he has to his credit may be granted to him in stead of sick leave on half or no pay, provided a council is satisfied that the employee is at that moment not permanently incapacitated to resume his normal duties.

(ii) If vacation leave as contemplated in subparagraph (i) has been granted to an employee and he has received payment in respect thereof, it may not subsequently be converted into sick leave.

(e) (i) If an employee to whom vacation leave has been granted is certified hospital or bed bound by a registered medical or dental practitioner due to illness after his vacation leave has commenced, that part of his vacation leave during which he was thus certified hospital or bed bound shall be converted into sick leave on submission of the prescribed certificate by the aforesaid medical or dental practitioner.

(ii) If, due to illness, an employee is unable to take vacation leave in terms of subclause (10) (b) (i), or if his vacation leave is converted into sick leave in terms of subclause (12) (e) (i), he shall be credited with the vacation leave which otherwise would have been deducted from his leave credit over and above the maximum stipulated in subclause (10) (c) and shall be allowed to take the same within 12 months of such conversion.

(13) *Sick leave without pay.* — To an employee to whom the maximum period of sick leave has been granted in terms of subclause (7) (a) (ii) and (12), sick leave without pay may be granted for not more than 260 working days in any cycle if a council is satisfied that such an employee is not permanently incapacitated to resume his duties.

(14) *Granting of sick leave.* — (a) Sick leave shall be granted only in connection with an employee's absence from duty owing to illness, indisposition or injury which is not the result of his misconduct or lack of proper precautions.

(b) In the case of nervous disorders, insomnia, debility or a similar less well defined illness or indisposition, sick leave shall be granted only if a council is satisfied that the employee's state of health —

(i) renders him unfit for his work; and

(ii) does not arise from his failure to make use of vacation leave.

(c) A council may at any time require an employee to submit himself for an examination by a registered medical practitioner or dentist appointed by the council, and the cost of such examination shall be borne by the council.

(d) (i) If an employee is absent from duty owing to illness for a continuous period of more than three working days, sick leave may be granted to him only if he submits a certificate of indisposition issued by a registered medical practitioner or dentist.

(ii) A council may require a certificate referred to in subparagraph (i) to be submitted in respect of a period of three working days or less.

(e) Sick leave on full pay in respect of which a certificate referred to in paragraph (d) (i) has not been submitted, may be granted for a maximum of 12 working days during any year of service, and in respect of any further such absence, vacation leave with or without pay shall be granted.

(f) Notwithstanding the submission of a certificate as contemplated in paragraph (d) (i), a council may, after an examination in terms of paragraph (c), refuse to grant paid sick leave in respect of any absence from duty to which the certificate relates, and in such an event the absence shall be regarded as special leave without pay.

(g) A council may, on the recommendation of a registered medical practitioner or dentist, compel an employee who, in the council's opinion, is so indisposed that he cannot perform his duties properly, to take sick leave.

(15) *Sick leave granted to alcoholics and drug addicts.* — Sick leave shall be granted to an employee who is certified by a registered medical practitioner as an alcoholic or drug addict and who is prepared to receive treatment voluntarily: Provided that —

(i) he shall subject himself for treatment as a patient at an approved institution for a period of at least two weeks: Provided further that where the employee lives far away from such institution, the council may grant permission for the treatment of the employee by a locally registered medical practitioner as an out-patient in accordance with the directions of such institution;

(d) (i) Indien 'n werknemer skriftelik daarom aansoek doen, kan vakansieverlof wat hy tot sy krediet het aan hom toegestaan word in plaas van siekteverlof met halwe besoldiging of sonder besoldiging mits 'n raad daarvan oortuig is dat die werknemer op daardie tydstip nie permanent ongeskik is om sy normale pligte te hervat nie.

(ii) As vakansieverlof soos in subparagraaf (i) bedoel aan 'n werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, kan dit nie daarna in siekteverlof omgesit word nie.

(e) (i) As 'n werknemer aan wie vakansieverlof toegestaan is, weens siekte deur 'n geregistreerde geneesheer of tandarts hospitaal- of bedgebonde gesertifiseer word nadat sy vakansieverlof begin het, moet daardie gedeelte van sy vakansieverlof waartydens hy aldus hospitaal- of bedgebonde gesertifiseer is in siekteverlof omgesit word indien hy die voorgeskrewe sertifikaat deur voormelde geneesheer of tandarts indien.

(ii) As 'n werknemer weens siekte nie in staat is om vakansieverlof ingevolge subklousule (10) (b) (i) te neem nie, of indien sy vakansieverlof ingevolge subklousule (12) (e) (i) in siekteverlof omgesit word, moet hy met die vakansieverlof wat andersins van sy verlofkrediet afgetrek sou word, gekrediteer word bo en behalwe die maksimum vasgestel in subklousule (10) (c) en toegelaat word om dit binne 12 maande na sodanige omskepping te neem.

(13) *Siekteverlof sonder besoldiging.* — Aan 'n werknemer aan wie die maksimum siekteverlof ingevolge subklousules (7) (a) (ii) en (12) toegestaan is, kan siekteverlof sonder besoldiging vir hoogstens 260 werkdag in 'n siklus toegestaan word as 'n raad daarvan oortuig is dat so 'n werknemer nie permanent ongeskik is om sy pligte te hervat nie.

(14) *Toestaan van siekteverlof.* — (a) Siekteverlof moet toegestaan word slegs in verband met 'n werknemer se afwesigheid van diens weens siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

(b) In geval van senuwee-aandoenings, slapeloosheid, swakheid of 'n dergelike minder goed omskrewe siekte of ongesteldheid moet siekteverlof toegestaan word slegs as 'n raad daarvan oortuig is dat die werknemer se gesondheidstoestand —

(i) hom ongeskik maak vir sy werk;

(ii) nie voortvloei uit sy versuim om van vakansieverlof gebruik te maak nie.

(c) 'n Raad kan te eniger tyd eis dat 'n werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer of tandarts deur die raad aangestel en die koste van so 'n ondersoek moet deur die raad betaal word.

(d) (i) As 'n werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie werkdag kan siekteverlof aan hom toegestaan word slegs as hy 'n sertifikaat van ongesteldheid, uitgereik deur 'n geregistreerde geneesheer of tandarts, indien.

(ii) 'n Raad kan eis dat 'n sertifikaat in subparagraaf (i) bedoel ten opsigte van 'n tydperk van drie werkdag of minder ingedien word.

(e) Siekteverlof met volle besoldiging ten opsigte waarvan 'n sertifikaat in paragraaf (d) (i) bedoel nie ingedien is nie, kan toegestaan word vir hoogstens 12 werkdag gedurende 'n diensjaar en ten opsigte van alle verdere sodanige afwesigheid moet vakansieverlof met of sonder besoldiging toegestaan word.

(f) Ondanks die indiening van 'n sertifikaat soos in paragraaf (d) (i) bedoel, kan 'n raad na 'n ondersoek ingevolge paragraaf (c) weier om siekteverlof met besoldiging toe te staan ten opsigte van afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval moet die afwesigheid geag word spesiale verlof sonder besoldiging te wees.

(g) 'n Raad kan op aanbeveling van 'n geregistreerde geneesheer of tandarts 'n werknemer wat na die mening van die raad so ongesteld is dat hy sy pligte nie behoorlik kan nakom nie, verplig om siekteverlof te neem.

(15) *Siekteverlof toegestaan aan alkoholiste en dwelmverslaafdes.* — Siekteverlof moet toegestaan word aan 'n werknemer wat deur 'n geregistreerde geneesheer gesertifiseer word as 'n alkoholis of dwelmverslaafde en wat bereid is om vrywillig behandeling te ondergaan: Met dien verstande dat —

(i) hy hom vir minstens twee weke as pasiënt in 'n goedgekeurde inrigting aan behandeling onderwerp: Voorts met dien verstande dat waar die werknemer ver van so 'n inrigting woon, die raad toestemming kan verleen vir die behandeling van die werknemer deur 'n plaaslike geregistreerde geneesheer as 'n buitepasiënt ooreenkomstig die voorskrifte van so 'n inrigting;

(ii) after the expiry of the period stated in proviso (i), the employee shall report daily for out-patient treatment at the institution or by the registered medical practitioner, as the case may be, for a further period of at least two weeks;

(iii) after the expiry of the period stated in proviso (ii), the employee shall attend lectures at the institution or by the registered medical practitioner in accordance with the directions of the institution or the registered medical practitioner for a further period of one month and to the satisfaction of the institution or the registered medical practitioner, as the case may be;

(iv) after the periods stated above, the employee shall submit to the town clerk written proof by the head of the institution or by the registered medical practitioner, as the case may be, that he has complied with all the requirements prescribed above;

(v) sick leave as stated above shall not be granted to an employee on more than one occasion without the express permission of a council.

(16) *Special sick leave.*—(a) To an employee who is absent from duty owing to an injury arising out of his duties and occurring in the course thereof or owing to an illness contracted in the course of and as a result of his duties, special sick leave on full pay shall be granted for the period during which he is unfit to perform his usual duties, and, if the case falls within the ambit of the Workmen's Compensation Act, 1941, the amount payable to him in terms of that Act by means of periodical payments of his monthly earnings shall be paid over to the council.

(b) If an employee to whom special sick leave has been granted in terms of paragraph (a) is unable as a result thereof to take vacation leave in terms of subclause (10) (b) (i), he shall be credited with the vacation leave which would otherwise have been deducted from his leave credit, over and above the maximum fixed in subclause (10) (c), and be allowed to take it within 12 months after resumption of duty.

(c) Special sick leave in terms of paragraph (a) shall not be granted if a council is of the opinion that the injury or illness is due to gross and wilful misconduct of the employee.

(d) The provisions of subclause (14) (c), (d) and (f) shall be applicable *mutatis mutandis* to the granting of special sick leave.

(17) *Special leave.*—(a) Special leave on full pay shall be granted to an employee when he—

(i) sits for an examination prescribed or approved by the council;

(ii) is to remain in quarantine on the instruction of a registered medical practitioner;

(iii) has been arrested or is to appear in court on a criminal charge and is later acquitted or the charge is withdrawn;

(iv) after the council has given permission that he may become a member of the Reserve Police Force, is undergoing full-time training, attending a compulsory shooting practice or is called up for service in connection with the prevention or suppression of riots and other emergency conditions;

(v) is attending a meeting or conference approved by the council;

(vi) is doing overtime or works on public holidays without monetary consideration;

(vii) gives evidence in a court case after a summons has been served on him.

(b) Special leave on full pay may be granted to an employee in order to prepare him for an examination referred to in paragraph (a) (i): Provided that the number of working days' leave granted for study purposes shall not exceed the number of days on which the employee is actually sitting for the examination.

(c) Special leave on full pay not exceeding three working days may on occasion be granted to an employee to enable such employee to take part in a *bona fide* sports meeting on provincial and higher level.

(d) Special leave granted in terms of paragraphs (a), (b) and (c) shall include any time actually and necessarily taken up by travelling for the purposes for which the leave is granted.

(e) If special leave is granted to an employee in terms of paragraph (a) (iv), (v) or (vi), his military emoluments shall not be paid to the council unless the council determines otherwise.

(ii) die werknemer hom na verloop van die tydperk in voorbehoudsbepaling (i) bedoel daagliks aanmeld vir buitepasient-behandeling by die inrigting of by die geregistreerde geneesheer, na gelang van die geval, vir 'n verdere tydperk van minstens twee weke;

(iii) die werknemer na verloop van die tydperk in voorbehoudsbepaling (ii) bedoel lesings bywoon by die inrigting of by die geregistreerde geneesheer ooreenkomstig die voorskrifte van die inrigting of die geregistreerde geneesheer, vir 'n verdere tydperk van een maand en tot tevredenheid van die inrigting of die geregistreerde geneesheer, na gelang van die geval;

(iv) die werknemer na die tydperke hierbo bedoel aan die stadsklerk skriftelike bewys lewer van die hoof van die inrigting of van die geregistreerde geneesheer, na gelang van die geval, dat hy aan al die vereistes hierbo uiteengesit, voldoen het;

(v) siekteverlof soos hierbo vermeld, by hoogstens een geleentheid aan 'n werknemer toegestaan word, tensy 'n raad andersins uitdruklik toestemming daartoe verleen.

(16) *Spesiale siekteverlof.*—(a) Aan 'n werknemer wat van diens afwesig is weens 'n besering 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, moet spesiale siekteverlof met volle besoldiging toegestaan word vir die tydperk waartydens hy nie geskik is om sy gewone pligte uit te voer nie, en indien die geval binne die bestek van die Ongevallewet, 1941, val moet die bedrag wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is, aan die raad oorbetal word.

(b) As 'n werknemer aan wie spesiale siekteverlof kragtens paragraaf (a) toegestaan is as gevolg daarvan nie in staat is om vakansieverlof ingevolge subklousule (10) (b) (i) in te neem nie, moet hy met die vakansieverlof wat andersins van sy verlofkrediet afgetrek sou word, gekrediteer word bo en behalwe die maksimum vasgestel in subklousule (10) (c) en toegelaat word om dit binne 12 maande na hervatting van diens te neem.

(c) Spesiale siekteverlof kragtens paragraaf (a) moet nie toegestaan word nie as 'n raad van mening is dat die besering of siekte aan growwe en opsetlike wangedrag van die werknemer toe te skryf is.

(d) Subklousule (14) (c), (d) en (f) is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

(17) *Spesiale verlof.*—(a) Spesiale verlof met volle besoldiging moet aan 'n werknemer toegestaan word wanneer hy—

(i) 'n eksamen aflê wat deur die raad voorgeskryf of goedgekeur is;

(ii) in opdrag van 'n geregistreerde geneesheer onder kwarantyn moet bly;

(iii) gevange geneem is of voor die hof moet verskyn op 'n kriminele aanklag en later vrygespreek of die aanklag teruggetrek word;

(iv) nadat die raad goedgekeur het dat hy lid mag word van die Reserwepolisiesmag, volttydse opleiding ondergaan, 'n verpligte skietoefening bywoon of opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste en ander noodtoestande;

(v) 'n vergadering of konferensie bywoon wat deur die raad goedgekeur is;

(vi) sonder geldelike vergoeding oortydtdiens verrig of op openbare feesdae werk;

(vii) in 'n hofgeding getuig nadat 'n dagvaarding aan hom beteken is.

(b) Spesiale verlof met volle besoldiging kan aan 'n werknemer toegestaan word om hom voor te berei vir die aflê van 'n eksamen in paragraaf (a) (i) bedoel: Met dien verstande dat die aantal werkdae verlof wat vir studiedoelindes toegestaan word nie meer is as die aantal dae waarop die werknemer werklik die eksamen aflê nie.

(c) Spesiale verlof met volle besoldiging van hoogstens drie werkdae kan per geleentheid aan 'n werknemer toegestaan word om sodanige werknemer in staat te stel om aan 'n *bona fide*-sportbyeenkoms op provinsiale en hoër vlak deel te neem.

(d) Spesiale verlof wat ingevolge paragrafe (a), (b) en (c) toegestaan word, moet die tyd insluit wat werklik en noodsaaklik vir doelindes waarvoor die verlof toegestaan word, deur reise in beslag geneem word.

(e) As spesiale verlof ingevolge paragraaf (a) (iv), (v) of (vi) aan 'n werknemer toegestaan word, moet sy soldy nie aan die raad oorbetal word nie, tensy die raad anders bepaal.

(18) *Unpaid special leave for a confinement.*—The council may, on the recommendation of a registered medical practitioner, grant unpaid special leave to a female employee for a period not exceeding 80 working days for confinement purposes: Provided that in exceptional circumstances longer leave may be granted;

(19) *Leave counting for purposes of leave and salary increment.*—Absence on unpaid leave amounting in the aggregate to more than 20 working days in a year of service shall not be regarded as service for purposes of leave and salary increment.

(20) *Exceptional cases.*—The council may, in consultation with the Industrial Council, grant to an employee leave for which this Agreement does not provide.

(21) *Resumption of duty before leave has expired.*—Except with a council's approval, an employee shall not resume his duties before the leave granted to him has expired.

10. PAYING OUT OF ACCUMULATED VACATION LEAVE

(1) *When payment takes place.*—(a) On termination of an employee's services, the value of the vacation leave standing to his credit on the date of such termination shall, subject to the provisions of subclause (2), be paid out to him.

(b) An employee shall, in respect of a year which is uncompleted on the date on which an employee's services terminate, be credited with the number of working days' vacation leave calculated in accordance with the formula $A \times B$, where—

250

A represents the number of working days the employee has been in the service of a council in the uncompleted year;

B represents his annual accrual in terms of clause 9 (7); and

250 represents the number of working days per annum.

(2) *Maximum leave payment.*—Notwithstanding the provisions of clause 9 (10) (c) (i), payment for leave shall be made for a maximum of 160 working days: Provided that payment shall be made for a maximum of 250 working days in respect of all leave standing to the credit of an employee on retirement or death.

(3) *Calculation of leave payment.*—Payment for leave shall be calculated in accordance with the formula $A \times B$, where—

250

A represents the annual salary and pensionable allowances on the last working day;

B represents the employee's vacation leave credit on that day; and

250 represents the number of working days per annum.

(4) *To whom leave payments shall be made.*—Payments for leave shall be made to the employee, or in the case of his death, to his estate.

11. OFFICIAL HOURS OF DUTY, ATTENDANCE REGISTERS, WORKING WEEKS AND OVERTIME REMUNERATION

(1) *Official hours of duty.*—Notwithstanding the provisions of any law, an employee shall be on duty during the hours that apply in a council at the time of coming into operation of this Agreement, unless the council and the trade union agree otherwise.

(2) *Attendance register.*—(a) It shall be the responsibility of the head of a department to ensure that the employees under his control observe the official hours of duty.

(b) An attendance register shall be kept in which an employee of a class determined by a council shall personally note the time of his arrival at and departure from his place of work.

(3) *Overtime work and payment for overtime.*—(a) An employee, other than an employee belonging to a class determined by the council, who works longer than the hours of duty fixed by the council shall, notwithstanding the provisions of any law, be remunerated for such work.

(b) A claim for remuneration for work performed in terms of paragraph (a) shall be submitted in a manner determined by the council and shall be subject to its approval.

(18) *Spesiale verlof sonder betaling vir 'n bevalling.*—Die raad kan op aanbeveling van 'n geregistreerde geneesheer spesiale verlof sonder besoldiging aan 'n vroulike werknemer vir 'n tydperk van hoogstens 80 werkdade vir bevallingsdoeleindes toestaan: Met dien verstande dat langer verlof in buitengewone omstandighede toegestaan kan word.

(19) *Verlof wat vir doeleindes van verlof en salarisverhoging tel.*—Afwesigheid met verlof sonder besoldiging wat in 'n diensjaar te saam meer as 20 werkdade beloop, moet vir doeleindes van verlof en salarisverhoging nie as diens beskou word nie.

(20) *Buitengewone gevalle.*—Die raad kan in oorleg met die Nywerheidsraad aan 'n werknemer verlof toestaan waarvoor hierdie Ooreenkoms nie voorsiening maak nie.

(21) *Hervatting van diens voordat verlof verstryk het.*—Sonder die goedkeuring van 'n raad moet 'n werknemer nie sy diens hervat voordat die verlof wat aan hom toegestaan is, verstryk het nie.

10. UITBETALING VAN OPGELOPE VAKANSIEVERLOF

(1) *Wanneer uitbetaling geskied.*—(a) Wanneer 'n werknemer se diens eindig, moet die waarde van die vakansieverlof wat in sy krediet staan op die datum waarop sy diens eindig behoudens subklousule (2) aan hom uitbetaal word.

(b) 'n Werknemer moet ten opsigte van 'n jaar wat onvoltooid is op die datum waarop so 'n werknemer se diens eindig, gekrediteer word met die aantal werkdade vakansieverlof bereken volgens die formule $A \times B$, waar—

250

A die getal werkdade verteenwoordig wat die werknemer in die onvoltooide jaar in diens van 'n raad was;

B sy jaarlikse aanwas ingevolge klousule 9 (7) verteenwoordig;

250 die getal werkdade per jaar verteenwoordig.

(2) *Maksimum verlofuitbetaling.*—Ondanks klousule 9 (10) (c) (i), moet verlofuitbetaling vir hoogstens 160 werkdade geskied: Met dien verstande dat daar vir alle verlof wat 'n werknemer by aftrede of afsterwe toekom, tot 'n maksimum van 250 werkdade uitbetaal moet word.

(3) *Berekening van verlofuitbetaling.*—Die verlofuitbetaling moet bereken word volgens die formule $A \times B$, waar—

250

waar—

A die jaarlikse salaris en pensioendraende toelaes op die laaste werkdag verteenwoordig;

B die werknemer se vakansieverlofkrediet op daardie dag verteenwoordig;

250 die getal werkdade per jaar verteenwoordig.

(4) *Aan wie verlofuitbetaling moet geskied.*—Die verlofuitbetaling moet geskied aan die werknemer of, in geval van sy dood, aan sy boedel.

11. AMPTELIKE DIENSURE, BYWONINGSREGISTERS, WERKWEKE EN BETALING VIR OORTYDWERK

(1) *Amptelike diensure.*—Ondanks alle wetsbepalings is 'n werknemer in diens gedurende die ure wat by 'n raad van toepassing is by die inwerkingtreding van hierdie Ooreenkoms, tensy die raad en die vakvereniging anders ooreenkom.

(2) *Bywoningsregister.*—(a) Die hoof van 'n departement is verantwoordelik vir die nakoming van die amptelike diensure deur die werknemers onder sy beheer.

(b) 'n Bywoningsregister moet gehou word waarin 'n werknemer van 'n klas deur 'n raad bepaal persoonlik die tyd van sy aankoms by en vertrek van sy werkplek aanteken.

(3) *Oortydwerk en betaling vir oortydwerk.*—(a) 'n Werknemer, uitgesonderd 'n werknemer wat behoort tot 'n klas deur die raad bepaal, wat langer werk as die diensure deur die raad vasgestel, moet ondanks alle wetsbepalings vir daardie werk vergoed word.

(b) 'n Eis om vergoeding vir werk verrig ingevolge paragraaf (a) moet ingedien word op 'n wyse deur die raad bepaal en is aan sy goedkeuring onderworpe.

(c) Notwithstanding the provisions of any law, remuneration for work performed in terms of paragraph (a) shall be calculated at one and a third times an employee's normal salary or wage if such work is performed on any day other than a Sunday, a day of rest for an employee who regularly works on Sundays or a public holiday, and twice such salary or wage if such work is performed on a Sunday, such a day of rest or public holiday.

(d) Notwithstanding the provisions of any law, the council shall, when an employee works on a public holiday in accordance with his duty time-table, remunerate him at double his normal salary or wage or shall grant him an additional working day's vacation leave over and above his annual accrual.

12. SAVINGS

Protection of employees.—Notwithstanding any provisions of this Agreement, an employee shall at all times have the right to dispute any act of his employer by means of the Labour Relations Act, 1956, or in any other manner.

13. ADMINISTRATION OF AGREEMENT

The Industrial Council shall be the body responsible for the administration of this Agreement.

This Agreement has been signed at Germiston, on behalf of the parties, this 28th day of June 1988.

D. J. VAN DEN BERG,
Chairman.

[On behalf of the Municipal Employers' Organisation (MEO).]

C. M. KGAROSE,
Vice-Chairman.

[On behalf of the East Rand Municipal Workers' Union (EAMWU).]

C. M. WILLIAMS,
Secretary.

SCHEDULE A

CERTIFICATE OF INDISPOSITION

[Clause 9 (14) (d) (i)]

Name of medical practitioner/dentist
Qualifications
Address

I hereby certify that
(Name of applicant)

has been under my treatment from 19..... to
19..... and that he/she is suffering from (state the nature of the
indisposition, illness or injury, with concise particulars as to history,
symptoms, severity and ascertainable cause)

I further certify that he/she is consequently unable to perform
his/her official duties and I consider it essential for the recovery of
his/her health that he/she be granted leave from 19..... to
..... 19..... for the purpose of

Date
Medical practitioner/dentist

(c) Ondanks alle wetsbepalings moet vergoeding vir werk verrig ingevolge paragraaf (a) bereken word teen een en 'n derde maal 'n werknemer se gewone salaris of loon as sodanige werk op 'n ander dag as 'n Sondag, 'n rusdag vir 'n werknemer wat gereeld op Sondag werk of op 'n openbare feesdag verrig word en teen twee maal sodanige salaris of loon as sodanige werk op 'n Sondag of op so 'n rusdag of openbare feesdag verrig word.

(d) Ondanks alle wetsbepalings moet die raad wanneer 'n werknemer volgens sy diensrooster op 'n openbare feesdag werk, hom teen dubbel sy gewone salaris of loon besoldig of 'n bykomende werkdag vakansieverlof benewens sy jaarlikse aanwas aan hom toestaan.

12. VOORBEHOUDSBEPALING

Beskerming van werknemers.—Ondanks hierdie Ooreenkoms, het 'n werknemer te alle tye die reg om 'n handeling van sy werkgever deur middel van die Wet op Arbeidsverhoudinge, 1956, of op 'n ander wyse te bestry.

13. ADMINISTRASIE VAN OOREENKOMS

Die Nywerheidsraad is die liggaam wat vir die administrasie van hierdie Ooreenkoms verantwoordelik is.

Hierdie Ooreenkoms is namens die partye op hede die 28ste dag van Junie 1988 te Germiston onderteken.

D. J. VAN DEN BERG,
Voorsitter.

[Namens die Munisipale Werkgewersorganisasie (MWO).]

C. M. KGAROSE,
Ondervoorsitter.

[Namens die Oos-Randse Munisipaliteit Werkersunie (ORMWU).]

C. M. WILLIAMS,
Sekretaris.

BYLAE A

SERTIFIKAAT VAN ONGESTELDHEID

[Klousule 9 (14) (d) (i)]

Naam van geneesheer/tandarts
Kwalifikasies
Adres

Ek verklaar hierby dat
(Naam van aansoeker)

deur my behandel is vanaf 19..... tot
19..... en dat hy/sy ly aan (vermeld sover moontlik die aard van die ongesteldheid, siekte of letsel, met byvoeging van beknopte besonderhede oor die verloop, simptome, hewigheid en, vir sover bepaal kan word, oorsaak daarvan.)

Verder sertifiseer ek dat hy/sy gevolglik nie in staat is om sy/haar amppligte waar te neem nie, en ek ag dit vir sy/haar herstel nodig dat aan hom/haar verlof toegestaan word vanaf 19..... tot 19..... ten einde

Datum
Geneesheer of tandarts

Keep South Africa clean!
Hou Suid-Afrika skoon!



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