

FOR PSA MEMBERS: HUMAN SCIENCES RESEARCH COUNCIL (HSRC)

19-08-2019

## Feedback: Consultative Forum

### Annual and accumulated leave

Leave is regulated by the General Conditions of Employment Policy. After completion of five years of service, an employee is entitled to 25 working days annual leave in respect of each completed annual leave cycle. Such leave accrues at the rate of 2.08 working days per completed month.

An employee is required to take a minimum of ten consecutive days leave before the completion of the leave cycle in respect of which that leave is accruing. The minimum of ten consecutive days may be reduced by the number of days occasional leave in excess of the balance of accrued and accumulative leave due to the employee.

If an employee wishes to accumulate leave in respect of any leave cycle for use after that leave cycle, he or she must apply before the end of the leave cycle in which that leave accrues. It is to ensure that employees do not accumulate more leave than they are entitled. The accumulation must neither be more than five working days leave in respect of leave cycle, nor more than 25 working days overall at any time. Any excess leave than the determined, will be forfeited. No employee is to be entitled to payment in lieu of any accumulated except upon termination.

The leave audit indicates that the employer may need R17,9 million to defray accumulated leave should it face such a situation. Members have far more accumulated credits than expected. The employer disclosed that there are no funds to meet such liability. The employer is seeking a joint solution with the PSA to minimise the liability. The employer undertook to benchmark the accumulation of leave with its peer institutions such as universities. The PSA proposed to the employer to consult the Department of Science and Technology, in conjunction with National Treasury, to provide funding. The employer responded in that it will approach the Board with the proposal.

Though the exercise is still within the employer and the PSA, any proposals may be shared with the following Branch members: [thdlamini@hsrc.ac.za](mailto:thdlamini@hsrc.ac.za); [psekhejane@hsrc.ac.za](mailto:psekhejane@hsrc.ac.za); [jhvilioen@hsrc.ac.za](mailto:jhvilioen@hsrc.ac.za); [lfritz@hsrc.ac.za](mailto:lfritz@hsrc.ac.za) and [arnold.dlamini@psa.co.za](mailto:arnold.dlamini@psa.co.za).

Members are encouraged to endeavour to recruit members to revive the Bargaining Forum. The status will ensure protection of your rights and interests.

Ivan Fredericks  
GENERAL MANAGER