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EXTRAORDINARY
OF SOUTH WEST AFRICA.

BUITENGEWONE

OFFISIELLE KOERANT



TITGawe OP GESAG.

VAN SUIDWES-AFRIKA.

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Government Notice.

Goewermentskennisgewing.

The following Government Notice is published for general information.

J. J. KLOPPER,
Secretary for South West Africa.

Administrator's Office,
Windhoek.

Die volgende Goewermentskennisgewing word ter algemene inligting gepubliseer.

J. J. KLOPPER,
DEPT. VAN NATIONALE OPRYK.
Sekretaris van Suidwes-Afrika.
STAATSAANG. . .

Kantoor van die Administrateur,
Windhoek.

24 - 2 - 1971

WINDHOEK [17 Februarie 1971
GOVERNMENT ARCHIVE
DEPT. OF NATIONAL DEFENCE

ADMINISTRASIEWERKNEMERSORDONNANSIE 1957:
WYSIGING VAN REGULASIES.

Dit behaag die Administrateur om kragtens en ingevolge die bevoegdheid hom verleen by artikel 3 van die Administrasiewerknemersordinansie 1957 (Ordonnansie 17 van 1957) sy goedkeuring te heg aan onderstaande regulasies:—

DIE ADMINISTRASIEWERKNEMERSREGULASIES
1960, SOOS GEWYSIG, WORD HIERBY VERDER GE-
WYSIG DEUR DIE VERVANGING VAN DIE BE-
STAANDE HOOFSTUK V DEUR DIE VOLGENDE
MET INGANG VAN 1 JANUARIE 1970:

HOOFSTUK V

VERLOF

WOORDBEPALING

47. In hierdie hoofstuk van die regulasies, tensy dit uit die samehang anders blyk, beteken —

„betaling” die salaris of loon wat gewoonlik aan 'n werknemer betaalbaar is wanneer hy in diens is en sluit dit in toelaes wat nie by salaris of loon inbegrepe is nie;

CHAPTER V

LEAVE

DEFINITION

47. In this chapter of the regulations, unless the context otherwise indicates —

“pay” means salary or wage normally payable to an employee when on duty and includes allowances which do not form part of salary or wage;

“service” means any continuous full-time government service in any capacity;

“day of rest” means —

(a) a Sunday or a public holiday in the case of an employee who normally does not work on such a day;

(b) such other day as he is normally relieved from duty in lieu thereof in the case of an employee who normally works on a Sunday or a public holiday; or

(c) a Saturday in the case of an employee who observes a full-scale five-day working week;

“salary or wage” means the annual salary or wage including any allowances and the cash value of any privileges granted in kind, if such allowances and privileges have been declared pensionable.

APPLICABILITY OF LEAVE REGULATIONS

48.1 The regulations of this chapter shall apply to —

- (a) those full-time and part-time employees specifically mentioned in regulation 53; and
- (b) employees whose conditions of service have been determined in accordance with the provisions of industrial or similar agreements only in so far as these regulations specifically provide that they apply to the said employees, the leave privileges of those employees otherwise being such as may be approved by the Secretary.

48.2 The regulations of this chapter shall not apply to —
part-time medical and part-time para-medical staff.

LEAVE OF ABSENCE AND PRIVILEGE

49.1 Leave of absence provided for in these regulations is a privilege and is granted only with due regard to the exigencies of the Administration.

49.2 Leave cannot be claimed as of right, and when an employee leaves the Administration, for any reason whatsoever, he cannot claim payment in respect of the cash value of leave standing to his credit.

49.3 The provisions of this regulation shall not preclude the payment of leave gratuities on other conditions as determined in these regulations.

49.4 Notwithstanding anything contained in these regulations all vacation leave earned by employees who are subject to the provisions of the Factories, Machinery and Building Work Ordinance, 1952, shall be deemed a right, and in the granting of such leave the provisions of the said Ordinance shall be complied with. Each such an employee shall take his full vacation leave credit in one continuous period.

LEAVE APPLICATION FORMS, GRANTING AND WITHDRAWAL OF LEAVE AND UNAUTHORISED ABSENCES FROM DUTY

50.1 (a) Application for leave shall be made in writing on a form approved by the Secretary.

(b) The form of the certificate of indisposition, which is to serve in support of an application for sick leave, shall also be approved by the Secretary.

„diens” enige onafgebroke voltydse regeringsdiens in enige hoedanigheid;

„rusdag” —

(a) 'n Sondag of 'n openbare feesdag in die geval van 'n werknemer wat nie gewoonlik op sodanige dag werk nie;

(b) 'n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van 'n werknemer wat gewoonlik werk op 'n Sondag of 'n openbare feesdag; of

(c) 'n Saterdag in die geval van 'n werknemer wat 'n volwaardige vyfdaagse werkweek nakom;

„salaris of loon” die jaarlikse salaris of loon insluitende enige toelaes en die kontantwaarde van enige voorregte wat *in natura* verskaf word, mits sulke toelaes en voorregte as pensioendraend verklaar is.

TOEPASLIKHEID VAN VERLOFREGULASIES

48.1 Die regulasies van hierdie hoofstuk is van toepassing op —

- (a) voltydse en deeltydse werknemers wat uitdruklik in regulasie 53 genoem word; en
- (b) werknemers wie se diensvooraardes vasgestel is in ooreenstemming met die bepalings van nywerheids- of derglike -ooreenkomsste enkel vir sover as wat daar in die regulasies uitdruklik bepaal word dat hulle op genoemde werknemers van toepassing is en die verlofvoorregte van daardie werknemers is origens dié wat die Sekretaris goedkeur.

48.2 Die regulasies van hierdie hoofstuk is nie van toepassing nie op —
deeltydse mediese en deeltydse para-mediese personeel.

AFWESIGHEIDSVERLOF 'N VERGUNNING

49.1 Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning en word toegestaan slegs met inagneming van die behoeftes van die Administrasie.

49.2 Verlof kan nie as 'n reg geëis word nie en wanneer 'n werknemer die Administrasie verlaat, om watter rede ook al, kan hy nie eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie.

49.3 Die bepalings van hierdie regulasies belet nie die betaling van verlofgratifikasies onder ander voorwaardes soos in hierdie regulasies bepaal nie.

49.4 Niteenstaande andersluidende bepalings in hierdie regulasies word alle vakansieverlof wat verdien is deur werknemers wat onderhewig is aan die bepalings van die Ordonnansie op Fabrieke, Masjinerie en Bouwerk, 1952, as 'n reg erken en moet daar aan die bepalings van genoemde Ordonnansie voldoen word. Elke sodanige werknemer moet sy volle verlofkrediet in een aaneenlopende tydperk neem.

VERLOFAANSOEKVORMS, TOESTAAN EN INTREKKING VAN VERLOF EN ONGEMAGTIGDE AFWESIGHEDE VAN DIENS

50.1 (a) Aansoek om verlof moet skriftelik gedoen word op 'n vorm wat deur die Sekretaris goedgekeur is.

(b) Die vorm van die sertifikaat van ongesteldheid wat ter stawing van 'n aansoek om siekterverlof moet dien, moet ook deur die Sekretaris goedgekeur word.

50.2 (a) The granting of all leave of absence shall be subject to approval of the Secretary.

(b) Leave already granted, may at any time be withdrawn by the Secretary.

50.3 Except in the case where an employee is suspended from duty or where an employee is prevented by his sudden illness, or by other circumstances which are acceptable to the Secretary, from remaining on or reporting for duty, he shall not leave or stay away from work until he has applied, in writing, for leave and has been advised by the head of his office that the leave application has been approved.

50.4 (a) Except as provided for in regulation 61.1 (c), all unauthorised absences from duty shall, apart from any disciplinary action which may be taken against an employee, be regarded as vacation leave without pay, unless the Secretary recommends otherwise.

(b) The submission of a written application for leave, referred to in subregulation 1 (a), shall not be required in the case of unauthorised absences.

50.5 An employee shall not be deemed absent from duty if he appears as —

- (a) witness in a criminal case;
- (b) witness or defendant in a civil court case (including divorce proceedings); and
- (c) witness or respondent at a Rent Board enquiry.

If, however, he is the plaintiff in a civil court case (including divorce proceedings) or the person taking the initiative in a Rent Board enquiry his absence from duty shall be covered by the granting of vacation leave with or without pay, as the case may be.

LEAVE REGISTERS

51.1 A branch shall keep a leave register in respect of each employee in which all absences from duty shall be recorded in accordance with the classification contained in regulation 52.2.

51.2 All applications for leave shall be filed for audit and other purposes in the office where the leave register is kept, for such period as the Secretary may direct.

CLASSIFICATION OF LEAVE OF ABSENCE

52.1 All absences from duty on leave are classified under one or more of the following heads:

- (a) Vacation leave (accumulative) with full pay.
- (b) Non-accumulative leave with full pay.
- (c) Vacation leave without pay.
- (d) Sick leave with full pay.
- (e) Sick leave with half pay.
- (f) Sick leave without pay.
- (g) Special sick leave with full pay.
- (h) Special sick leave with half pay.
- (i) Special sick leave without pay.
- (j) Special leave with full pay.
- (k) Special leave with conditions of pay as recommended by the Secretary.

52.2 The granting of leave under any one of the heads mentioned in subregulation 1 shall not affect the granting of leave under any of the other heads mentioned, except in so far as is specifically provided elsewhere in these regulations.

50.2 (a) Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die Sekretaris.

(b) Verlof reeds toegestaan kan te eniger tyd deur die Sekretaris ingetrek word.

50.3 Behalwe in die geval waar 'n werknemer in sy diens geskors is of waar 'n werknemer weens sy skielike siekte of weens ander omstandighede wat vir die Sekretaris aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegblê voordat hy skriftelik om verlof aansoek gedoen het en hy deur die hoof van sy kantoor in kennis gestel is dat die verlofaansoek goedgekeur is nie.

50.4 (a) Behalwe soos in regulasie 61.1 (c) bepaal word, word alle ongemagtigde afwesighede van diens, ongeag enige tugmaatreëls wat teen 'n werknemer geneem word, geag vakansieverlof sonder betaling te wees, tensy die Sekretaris anders goedkeur.

(b) Die indiening van 'n skriftelike verlofaansoek wat in subregulasie 1 (a) genoem word, is nie 'n vereiste in die geval van ongemagtigde afwesighede nie.

50.5 'n Werknemer word nie beskou as afwesig van diens nie as hy verskyn as —

- (a) getuie by 'n strafsaak;
- (b) getuie of verweerde in 'n siviele hofsaak (inclusief 'n egskeidingssaak); en
- (c) getuie of gedaagde by 'n huurraadsaak.

Wanneer hy egter die eiser in 'n siviele hofsaak (inclusief 'n egskeidingssaak) is of die persoon is wat die initiatief in die huurraadondersoek neem, moet sy afwesigheid van diens gedeck word deur die toestaan van vakansieverlof met of sonder betaling na gelang.

VERLOFSTATE

51.1 'n Afdeling moet ten opsigte van elke werknemer 'n verlofstaat hou waarin alle afwesighede van diens aangeteken word volgens die indeling vervat in regulasie 52.1.

51.2 Alle verlofaansoeke moet vir oudit- en ander doelendes bewaar word in die kantoor waar die verlofstaat gehou word, en wel vir dié tydperk wat die Sekretaris gesetas.

INDELING VAN AFWESIGHEIDSVERLOF

52.1 Alle afwesighede van diens met verlof word onder een of meer van die volgende hoofde ingedeel:

- (a) Vakansieverlof (Oplopende) met volle betaling.
- (b) Nie-oplopende verlof met volle betaling.
- (c) Vakansieverlof sonder betaling.
- (d) Siekterverlof met volle betaling.
- (e) Siekterverlof met halwe betaling.
- (f) Siekterverlof sonder betaling.
- (g) Spesiale siekterverlof met volle betaling.
- (h) Spesiale siekterverlof met halwe betaling.
- (i) Spesiale siekterverlof sonder betaling.
- (j) Spesiale verlof met volle betaling.
- (k) Spesiale verlof met betalingsvoorraarde soos deur die Sekretaris goedgekeur.

52.2 Die toestaan van verlof onder enige een van die hoofde in subregulasie 1 genoem, beïnvloed nie die toestaan van verlof onder enige van die ander genoemde hoofde nie, behalwe soos elders in hierdie regulasies uitdruklik bepaal word.

GROUPING OF EMPLOYEES FOR LEAVE PURPOSES AND LEAVE PROVISION

53.1 With due regard to the provisions of regulations 48, 54.2 and 58.2 employees shall, for the purpose of their being granted leave of absence, be classified in the undermentioned groups and may be granted leave accordingly: Provided that paragraphs (a) (iii) and (iv) and (c) (ii), (iii), (v), (vi) and (viii) to (x) inclusive shall only apply to part-time employees who are normally on duty for at least 4½ hours per day (4 hours if a six-day working week is observed:)

- (a) Vacation leave (accumulative) — (N.B. Subparagraphs (i) to (iv), inclusive, below, shall not apply to full-time and part-time employees who are employed at educational and training institutions controlled by the Administration, except incumbents of posts of secretaries at schools).

Classification	Group	Accrual (days per annum)
(i) Employees occupying classified posts and who were appointed in the Administration before 1 July, 1966 and who — were in pre-revised vacation leave group I; or are in the professional division, upon completion of five years' service; or are in the administrative, clerical, technical, general division, upon completion of 15 years' service;	IA	38
were in pre-revised vacation leave group II, until they have completed the appropriate period of service for inclusion in group IA above; or were in pre-revised vacation leave group III, upon completion of 10 years' service;	IB	36
were in pre-revised vacation leave group III, until they have completed 10 years' service.	II	30
(ii) Employees occupying classified posts and who were appointed in the Administration on or after 1 July, 1966 — upon completion of 10 years' service until they have completed 10 years' service	IB	36

GROEPERING VAN WERKNEMERS VIR VERLOFDOELEINDES EN VERLOFVOORSIENING

53.1 Met inagneming van die bepalings van regulasies 48, 54.2 en 58.2 word werknemers vir die doeleindes van die toestaan van afwesigheidsverlof in ondergemelde groep ingedeel en kan verlof dienooreenkomsdig aan hulle toegestaan word: Met dien verstande dat paragraawe (a) (iii) en (iv) en (c) (ii), (iii), (v), (vi) en (viii) tot en met (x) van toepassing is slegs op deeltydse werknemers wat in die reël minstens 4½ uur (4 uur indien 'n sesdagse werkweek nagekom word) per dag op diens is:

- (a) Vakansieverlof (oplopend) — (L. W. Subparagrawe (i) tot en met (iv) hieronder is nie van toepassing nie op voltydse en deeltydse werknemers wat in diens is by onderwys- en opleidingsinrigtings onder die beheer van die Administrasie, behalwe bekleers van poste van sekretaries by skole).

Indeling	Groep	Aanwas (dae per jaar)
(i) Werknemers wat geklasifiseerde poste beklee en voor 1 Julie 1966 in die Administrasie aangestel is en — in voorhersiene vakansieverlofgroep I was; of in die vakkundige afdeling is, sodra hulle vyf jaar diens voltooi het;	IA	38
of in die administratiewe, klerklike, tegniese, of algemene afdeling is, sodra hulle 15 jaar diens voltooi het;	IA	38
in voorhersiene vakansieverlofgroep II was, totdat hulle die toepasslike dienstydperk vir insluiting in groep IA hierbo voltooi het;	IB	36
of in voorhersiene vakansieverlofgroep III was, sodra hulle 10 jaar diens voltooi het;	IB	36
in voorhersiene vakansieverlofgroep III was, totdat hulle 10 jaar diens voltooi het;	II	30
(ii) Werknemers was geklasifiseerde poste beklee en op of na 1 Julie 1966 in die Administrasie aangestel is sodra hulle 10 jaar diens voltooi het; totdat hulle 10 jaar diens voltooi het.	IB	36
	II	30

(iii) Full-time and part-time White employees occupying non-classified posts who have completed the following service:

Ten years or longer	IB	36
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Five years or longer, but less than 10 years	II	30
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Less than five years	III	24
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(iii) Voltydse en deeltydse blanke werknemers wat nie-geklassifiseerde poste beklee en onderstaande diens voltooi het —

tien jaar of langer	IB	36
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vyf jaar of langer, maar minder as 10 jaar	II	30
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minder as vyf jaar	III	24
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(iv) Full-time and part-time non-White employees who have completed the following service:

Fifteen years or longer	II	30
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Ten years or longer, but less than 15 years	III	24
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Less than 10 years	IV	18
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(iv) Voltydse en deeltydse nie-blanke werknemers wat onderstaande diens voltooi het —

vyftien jaar of langer	II	30
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tien jaar of langer maar minder as 15 jaar	III	24
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minder as 10 jaar	IV	18
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(v) Persons who are employed at educational and training institutions controlled by the Administration and who qualify for non-accumulative leave in accordance with paragraph (b) and who are —

employees occupying classified posts	V	12
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employees occupying non-classified posts	VI	6
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(v) Persone wat in diens is by onderwys- en opleidingsinrigtings onder beheer van die Administrasie en wat vir nie-oplopende verlof ooreenkomsdig paragraaf (b) in aanmerking kom en wat —

werknemers is wat geklassifiseerde poste beklee	V	12
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werknemers is wat nie-geklassifiseerde poste beklee	VI	6
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(vi) Untrained nursing staff.

Trained nursing staff with less than 5 years' service and employees in branches where they are exposed to irradiation.

VII	30
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VIII	48
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IX	52
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Trained nursing staff with 5 to 10 years' service.

X	56
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(vi) Onopgeleide verpleegpersoneel

VII	30
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Opgeleide verpleegpersoneel met minder as 5 jaar diens en werknemers in afdelings waar hulle aan bestraling blootgestel is.

VIII	48
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Opgeleide verpleegpersoneel met 5 tot 10 jaar diens.

IX	52
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Opgeleide verpleegpersoneel met langer as 10 jaar diens.

X	56
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(b) Non-accumulative leave — full-time employees occupying classified posts and part-time employees occupying non-classified posts employed at educational and training institutions which are controlled by the Administration and which close completely during periods when instructions are suspended, may, during such periods, be granted non-accumulative leave with full pay not exceeding, in the aggregate, 70 days in each year ending on 31 December, subject to the following conditions;

(i) The leave shall accrue from the commencement and for the duration of the first school or institutional holidays after appointment and thereafter from the commencement and for the duration of each succeeding period of school or institutional holidays.

(ii) The Secretary may, at his discretion, require an employee to remain on duty during any period of school or institutional holidays: Provided that where an employee is so required to remain on duty, he may be credited,

(b) Nie-oplopende verlof — aan voltydse werknemers wat geklassifiseerde poste beklee en deeltydse werknemers wat nie-geklassifiseerde poste beklee by onderwys- en opleidingsinrigtings wat onder die beheer van die Administrasie is en wat gedurende tydperke waartydens onderrig opgeskort work, geheel en al sluit, kan gedurende sodanige tydperke nie-oplopende verlof met volle betaling toegestaan word wat in die geheel nie 70 dae in elke jaar wat op 31 Desember eindig, oorskry nie, behoudens die volgende voorwaardes:

(i) Die verlof kom vanaf die begin en vir die duur van die eerste skool- of inrigtingsvakansie na aanstelling toe en daarna vanaf die begin en vir die duur van elke daaropvolgende skool- of inrigtingsvakansie.

(ii) Die Sekretaris kan, na goedgunke, vereis dat 'n werknemer gedurende enige skool- of inrigtingsvakansietydperk op diens bly: Met dien verstande dat waar 'n werknemer aldus verplig word om op diens te bly, hy

in addition to the vacation leave with accumulative vacation leave equal to half the number of days for which he remained on duty during periods of school or institutional holidays: Provided further that an employee shall not so be credited with more than 25 days' accumulative vacation leave in a year ending on 31 December.

(bb) Non-accumulative special leave: 12 days per annum.

(c) Sick leave — (N.B. Subparagraphs (i) to (iii) inclusive, (v), (vi) and (viii) to (x), inclusive, below, shall also apply to full-time and part-time employees who are employed at educational and training institutions controlled by the Administration and who are required to remain on duty during all periods when instruction is suspended and incumbents of posts of secretaries at schools).

Classification	Group	Number of days in each cycle with full pay half pay	
(i) All employees in classified posts of the Administration, nursing staff and employees in branches where they are exposed to irradiation	A	120	120
(ii) Full-time and part-time White employees who are occupying non-classified posts and have completed 10 years' service or longer.	B	90	90
(iii) Full-time and part-time non-White employees who have completed 20 years' service or longer.			
(iv) Employees who occupy classified posts at educational and training institutions controlled by the Administration and which close completely during periods when instruction is suspended.			
(v) Full-time and part-time White employees who occupy non-classified posts and have completed five years' service or longer, but less than 10 years' service.			
(vi) Full-time and part-time non-White employees who have completed 10 years' service or longer, but less than 20 years' service.	C	60	60
(vii) Full-time and part-time employees who occupy non-classified posts at educational and training institutions controlled by the Administration and which close completely during periods when instruction is suspended.			

gekrediteer kan word met oplopende vakansieverlof, gelykstaande met die helfte van die getal dae wat hy gedurende skool- of inrigtingsvakansietydperke op diens gebly het: Met dien verstande voorts dat 'n werknemer nie al dus met meer as 25 dae oplopende vakansieverlof in 'n jaar wat op 31 Desember eindig, gekrediteer mag word nie.

(bb) Nie-oplopende spesiale verlof: 12 dae per jaar.

(c) Siekteverlof — (L. W. subparagraphs (i) tot en met (iii), (v) (vi) en(viii) tot en met (x) hieronder is ook van toepassing op voltydse en deeltydse werknemers wat in diens is by onderwys- en opleidingsinrigtings onder die beheer van die Administrasie en wat verplig is om gedurende alle tydperke waartydens onderrig opgeskort word, op diens te bly en bekleeërs van poste van sekretarieses by skole).

Indeling	Groep	Getal dae in elke tydkring met Volle Halwe betaling betaling	
(i) Alle werknemers in geklassifiseerde poste van die Administrasie, verpleegpersoneel en werknemers in Afdelings waar hulle aan uitstraling blootgestel is.	A	120	120
(ii) Voltydse en deeltydse blanke werknemers wat nie-geklassifiseerde poste beklee en 10 jaar of langer diens voltooi het.			
(iii) Voltydse en deeltydse nie-blanke werknemers wat 20 jaar of langer diens voltooi het.	B	90	90
(iv) Werknemers wat geklassifiseerde poste beklee by onderwys- en opleidingsinrigtings onder die beheer van die Administrasie en wat gedurende tydperke waartydens onderrig opgeskort word, geheel en al sluit.			
(v) Voltydse en deeltydse blanke werknemers wat nie-geklassifiseerde poste beklee en vyf jaar of langer, maar minder as 10 jaar diens voltooi het.			
(vi) Voltydse en deeltydse nie-blanke werknemers wat 10 jaar of langer, maar minder as 20 jaar diens voltooi het.	C	60	60
(vii) Voltydse en deeltydse werknemers wat nie-geklassifiseerde poste beklee by onderwys- en opleidingsinrigtings onder die beheer van die Administrasie wat gedurende tydperke waartydens onderrig opgeskort word, geheel en al sluit.			

(viii) Full-time and part-time White employees who occupy non-classified posts and have completed less than five years' service.	D	30	30	(vii) Voltydse en deeltydse blanke werknemers wat nie-geklassifieerde poste beklee en minder as vyf jaar diens voltooi het.	D	30	30
(ix) Full-time and part-time non-White employees who have completed five years' service or longer but less than 10 years' service.				(ix) Voltydse en deeltydse nie-blanke werknemers wat vyf jaar of langer, maar minder as 10 jaar diens voltooi het.			
(x) Full-time and part-time non-White employees who have completed less than five years' service.	E	15	15	(x) Voltydse en deeltydse nie-blanke werknemers wat minder as vyf jaar diens voltooi het.	E	15	15

CONTRACT EMPLOYEES

53.2 A person serving under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations, and his grouping for leave purposes shall be determined in the same manner as that of a comparable employee.

GENERAL PROVISIONS: VACATION LEAVE

54.1 Subject to the provisions of regulation 65.1, accumulative vacation leave, excluding accumulative vacation leave placed to the credit of an employee in terms of regulation 53.1 (b)(ii), shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an employee in terms of regulation 53.1(a).

54.2 If an employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any reason other than his transfer, he passes from one vacation leave group to another —

- (a) he shall retain the accumulative vacation leave which accrued during his service in the previous group or groups; and
- (b) the accumulative vacation leave of the new group shall become applicable to him from the first day of the month during which such transfer or passing becomes effective,

unless the provisions of regulation 68.2 apply to him.

54.3 The Secretary may at any time require an employee to take a portion or the whole of the vacation and non-accumulative leave due to him: Provided that the maximum period of leave prescribed in subregulation 4 shall not be exceeded.

54.4 Except with the approval of the Secretary, an employee shall not be granted vacation and non-accumulative leave in excess of 184 days in the aggregate in any period of 18 calendar months and any absence from duty for a longer period than this limit shall be covered by the granting of vacation leave without pay with due regard to the provisions of regulation 57.1. For the purposes of this subregulation no account shall be taken of vacation leave granted in terms of regulation 58.1(a).

54.5 The accumulative vacation leave standing to the credit of an employee on 1 January of each year shall be recorded in the leave register and in the recording of

(vii) Voltydse en deeltydse blanke werknemers wat nie-geklassifieerde poste beklee en minder as vyf jaar diens voltooi het.	D	30	30
(ix) Voltydse en deeltydse nie-blanke werknemers wat vyf jaar of langer, maar minder as 10 jaar diens voltooi het.			
(x) Voltydse en deeltydse nie-blanke werknemers wat minder as vyf jaar diens voltooi het.	E	15	15

KONTRAKWERKNEMERS

53.2 Aan 'n persoon wat onder kontrak dien, word tensy sy dienskontrak anders bepaal, verlof toegestaan kragtens hierdie regulasies en sy groepering vir verlofdoeleindes word net so bepaal soos dié van 'n vergelykbare werknemer.

ALGEMENE BEPALINGS: VAKANSIEVERLOF

54.1 Behoudens die bepalings van regulasie 65.1 was oplopende vakansieverlof, uitgesonderd oplopende vakansieverlof wat kragtens regulasie 53.1 (b) (ii) tot 'n werknemer se kredit geplaas word, aan ten opsigte van elke voltooide maand van diens en wel teen een-twaalfde van die voorsiening wat kragtens regulasie 53.1 (a) op 'n werknemer van toepassing is.

54.2 As 'n werknemer van een betrekking na 'n ander betrekking oorgeplaas word en sy oorplasing 'n verandering van sy groepering vir verlofdoeleindes meebring of as hy om enige ander rede as sy oorplasing van die een na die ander vakansieverlofgroep oorgaan —

- (a) behou hy die oplopende vakansieverlof wat gedurende sy dienstydperk in die vorige groep of groepe aangewas het: EN
- (b) word die nuwe groep se oplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorplasing of oorgang van krag word:

tensy die bepalings van regulasie 68.2 op hom van toepassing is.

54.3 Die Sekretaris kan te eniger tyd van 'n werknemer vereis dat hy 'n gedeelte of die geheel van die vakansieverlof en nie-oplopende verlof wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van verlof wat in subregulasie 4 voorgeskryf word, nie oorskry word nie.

54.4 Behalwe met goedkeuring van die Sekretaris mag nie aan 'n werknemer vakansie- en nie-oplopende verlof van altesaam meer as 184 dae in enige tydperk van 18 kalendermaande toegestaan word nie en enige afwesigheid van diens bo hierdie beperking word gedeck deur die toestaan van vakansieverlof sonder betaling met inagneming van die bepalings van regulasie 57.1. Vir die doeleindes van hierdie subregulasie word vakansieverlof wat kragtens regulasie 58.1 (a) toegestaan word, buite rekening gelaat.

54.5 Die oplopende vakansieverlof wat 'n werknemer op 1 Januarie van elke jaar tot sy kredit het, word in die verlofstaat aangeteken, en by die aantekening van soda-

such credit any portion of a day shall be regarded as one day.

nige krediet word enige gedeelte van 'n dag as een dag gereken.

OVERGRANT OF VACATION LEAVE

55. If an employee has been granted vacation leave with full pay in excess of that which stood to his credit at the time, such overgrant may be deducted from vacation leave which subsequently accrues to him: Provided the Secretary is satisfied that the overgrant was made in good faith: Provided further that, if such employee resigns or his services are terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, that portion of the overgrant which exceeds his vacation leave credit on his last day of service shall be regarded as an overpayment of salary which must be recovered or written off under competent authority.

VACATION LEAVE IN TERMS OF THE REPEALED REGULATIONS OR IN RESPECT OF PERSONS TRANSFERRED FROM PROVINCIAL OR OTHER SERVICE

56.1 The promulgation of these regulations and the repeal of the regulations in force immediately before such promulgation shall in no way affect the continuity of the accumulative vacation leave privileges of an employee who was in service immediately before the date of coming into force of these regulations, and accumulated vacation leave shall remain to the credit of such employee.

56.2 A person who —

- (a) is in full-time employment of —
 - (i) the South African Railways;
 - (ii) the State Diggings;
 - (iii) the Department of Posts and Telegraphs;
 - (iv) an educational institution under the control of the Department of Higher Education;
 - (v) a provincial education department;
 - (vi) a State-aided primary or secondary school or college within the Republic;
 - (vii) a recognised university within the Republic;
 - (viii) the University College of Fort Hare or a university college for non-whites within the Republic and established in terms of the Extension of University Education Act, 1959 (Act 45 of 1959);
 - (ix) a statutory institution which obtains its funds wholly or partially from the Consolidated Revenue Fund, irrespective of whether or not it is controlled by a State department; or

- (b) was appointed —

- (i) under an ordinance in the full-time service of a provincial administration;
 - (ii) in the full-time service of the Department of Water Affairs in terms of section 3(2) of the Water Act, 1956 (Act 54 of 1956), as amended;
 - (iii) in the full-time service of the Department of Bantu Administration and Development in terms of section 6bis (3) (b) of the Bantu Trust and Land Act, 1936 (Act 18 of 1936), as amended; or

OORTOEKENNINGS VAN VAKANSIEVERLOF

55. As daar aan 'n werknemer meer vakansieverlof met volle betaling toegestaan is as wat hy op daardie tydstip tot sy krediet gehad het, kan sodanige oortoekekening afgetrek word van vakansieverlof wat later aan hom toeval: Met dien verstande dat die Sekretaris oortuig is dat die oortoekekening te goeder trou gedoen is: Met dien verstande voorts dat as sodanige werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van sodanige aftrekking aan hom toegeval het, die gedeelte van die oortoekekening wat sy vakansieverlof krediet op die laaste dag van sy diens oorskry, as 'n oorbetaling van salaris geag word wat óf teruggevorder óf met bevoegde magtiging afgeskryf moet word.

VAKANSIEVERLOF KAGTENS DIE REGULASIES WAT HERROEP IS OF TEN OPSIGTE VAN PERSONE OORGEPLAAS VAN PROVINSIALE OF ANDER DIENS

56. 1 Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen opsig die aaneenlopendheid van die oplopende vakansieverlofvoorregte van 'n werknemer wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in die diens was nie, en opgelope vakansieverlof bly staan tot die krediet van sodanige werknemer.

56.2 'n Persoon wat —

- (a) voltyds in diens is van —
 - (i) die Suid-Afrikaanse Spoorweë;
 - (ii) die Staatsdelwerye;
 - (iii) die Departement van Pos- en Telegraafwese;
 - (iv) 'n onderwysinrigting onder die beheer van die Departement van Hoër Onderwys;
 - (v) 'n provinsiale onderwysdepartement;
 - (vi) 'n Staatsondersteunde primêre of sekondêre skool of kollege binne die Republiek;
 - (vii) 'n erkende universiteit binne die Republiek;
 - (viii) die Universiteitskollege Fort Hare of 'n universiteitskollege vir nie-blankes binne die Republiek wat kragtens die Wet op Uitbreiding van Universiteitsopleiding, 1959 (Wet 45 van 1959), ingestel is;
 - (ix) 'n statutêre instelling wat sy fondse in die geheel of gedeeltelik uit die Gekonsolideerde Inkomstefonds verkry, ongeag of dit deur 'n staatsdepartement beheer word of nie; of

- (b) aangestel is —

- (i) in voltydse diens van 'n provinsiale administrasie kragtens 'n ordonnansie;
 - (ii) in voltydse diens van die Departement van Waterwese kragtens artikel 3 (2) van die Waterwet, 1956 (Wet 54 van 1956), soos gewysig;
 - (iii) in voltydse diens van die Departement van Bantoe-administrasie en -ontwikkeling kragtens artikel 6 bis (3) (b) van die Bantoetrust en -grond Wet, 1936 (Wet 18 van 1936), soos gewysig; of

(iv) as a full-time teacher in terms of the Bantu Education Act, 1953 (Act 47 of 1953), as amended; the Coloured Persons Education Act, 1963 (Act 47 of 1963), or the Indians Education Act, 1965 (Act 61 of 1965),

and who is transferred or appointed, without a break in service, to a post or position in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer, subject to the provisions of subregulation 3, and the previous service in respect of which the leave credit is carried forward, shall count as service for leave purposes: Provided that if his appointment or transfer is effected on a day other than the first day of a month, he shall retain the accumulative vacation leave which stood to his credit on the last day of the month preceding the month during which his appointment or transfer is effected, in which case these regulations shall become applicable to him on the first day of the month in which his appointment or transfer is effected: Provided further that if such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is uncompleted on the date on which these regulations become applicable to the employee, the credit may be calculated in proportion to the portion of the relative period of service which he has completed on the last-mentioned date, and the leave concerned may be granted forthwith.

56.3 In the application of the provisions of subregulation 2 any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an employee on the date on which these regulations become applicable to him.

VACATION LEAVE WITHOUT PAY

57.1 If sound reasons exist, the Secretary may, at his discretion but subject to the limits imposed by regulation 58.5(c), grant an employee who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the aggregate in any period of 18 calendar months. In exceptional cases the limitation imposed by this regulation may be waived on the recommendation of the Administrator.

57.2 Unless the provisions of regulations 50.4, 54.4 or 65.2 are to be applied, all vacation leave with full pay standing to an employee's credit shall first be exhausted before vacation leave without pay may be granted to him.

GENERAL PROVISIONS: SICK LEAVE

58.1 (a) Sick leave shall accrue to an employee on the first day of a cycle and with effect from that day the full provision of the relative cycle may be granted to him if the other provisions of these regulations are complied with: Provided that no employee shall be granted sick leave with full or half pay until he has completed 30 days' service reckoned from the date of his appointment and then only in respect of absences subsequent to the completion of such service.

(b) A sick leave cycle shall begin on the first day of January, 1959 and run for three years. Further sick leave cycles shall be for every succeeding period of three years.

58.2 If an employee, during a cycle and without a break in service —

(iv) as voltydse onderwyser kragtens die Wet op Bantoe-onderwys, 1953 (Wet 47 van 1953), soos gewysig, die Wet op Onderwys vir Kleurlinge, 1963 (Wet 47 van 1963), of die Wet op Onderwys vir Indiërs, 1965 (Wet 61 van 1965)

en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos of betrekking waarin hierdie regulasies op hom van toepassing word, behou die oplopende vakansieverlof wat tot sy krediet gestaan het op die dag voor sy aanstelling of oorplasing, behoudens die bepalings van subregulasie 3, en die vorige diens ten opsigte waarvan die verlofkrediet oorgedra word, tel as diens vir verlofdoeleindes: Met dien verstande dat as sy aanstelling of oorplasing op 'n ander dag as die eerste dag van 'n maand bewerkstellig word, hy die oplopende vakansieverlof behou wat tot sy krediet gestaan het op die laaste dag van die maand wat die maand voorafgaan waarin sy aanstelling of oorplasing bewerkstellig word, in welke geval hierdie regulasies op die eerste dag van die maand waarin sy aanstelling of oorplasing bewerkstellig word, op hom van toepassing word: Met dien verstande voorts dat as sodanige verlof eers na voltooiing van 'n vasgestelde dienstydperk vir benutting besikbaar sou geword het, en sodanige dienstydperk op die datum waarop hierdie regulasies op die werknemer van toepassing word, nog nie voltooi is nie, die krediet in die verhouding tot die gedeelte van die betrokke dienstydperk wat hy op laasgenoemde datum voltooi het, bereken kan word en die betrokke verlof onmiddellik toegestaan kan word.

56.3 By die toepassing van die bepalings van subregulasie 2 word enige gedeelte van 'n dag as een dag gereken wanneer die opgelope vakansieverlof tot 'n werknemer se krediet geplaas word op die datum waarop hierdie regulasies op hom van toepassing word.

VAKANSIEVERLOF SONDER BETALING

57.1 As gegronde redes daarvoor bestaan, kan die Sekretaris na goeddunke maar behoudens die beperkings wat deur regulasie 58.5 (c) opgelê word, aan 'n werknemer wat geen vakansieverlof met betaling tot sy krediet het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van 18 kalendermaande nie. In uitsonderlike gevalle kan die beperking opgelê deur hierdie regulasie opgehef word met goedkeuring van die Administrateur.

57.2 Tensy die bepalings van regulasies 50.4, 54.4 of 65.2 toegepas moet word, moet alle vakansieverlof met volle betaling wat 'n werknemer tot sy krediet het eers uitgeput wees voordat vakansieverlof sonder betaling aan hom toegestaan mag word.

ALGEMENE BEPALINGS : SIEKTEVERLOF

58.1 (a) Siekteverlof val toe aan 'n werknemer op die eerste dag van 'n tydkring, en met ingang van daardie dag kan die volle voorsiening vir die betrokke tydkring aan hom toegestaan word, mits aan die ander bepalings van hierdie regulasies voldoen word: Met dien verstande dat aan geen werknemer siekteverlof met volle of halwe betaling toegestaan mag word voordat hy 30 dae diens gereken na sy datum van aanstelling voltooi het nie en dan slegs ten opsigte van afwesighede na voltooiing van sodanige diens.

(b) 'n Siekteverlofkringloop begin op die eerste dag van Januarie 1959 en duur drie jaar. Verdere siekteverlofkringlope is elke daaropvolgende tydperk van drie jaar.

58.2 As 'n werknemer gedurende 'n tydkringloop sonder onderbreking van diens —

- (a) passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle, retain the sick leave provision formerly applicable to him; or
- (b) passes to a group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group, less any paid sick leave already used by him during the relative cycle,

unless the provisions of regulation 68.2 apply to him.

58.3 Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and shall not be carried forward to the next cycle.

58.4 If an employee who has been granted the maximum amount of sick leave provided for in these regulations, is not yet able, for health reasons, to resume his duties, the Secretary —

- (a) on the submission to him of a satisfactory certificate by a registered medical practitioner or a registered dentist; and
- (b) if he is satisfied that the employee at that particular time is not permanently unfit to resume his normal duties; and
- (c) if the employee has no vacation leave to his credit, excluding vacation leave mentioned in regulation 65.2,

may, at his discretion, grant such employee further sick leave with half pay not exceeding 92 days in the aggregate in any one cycle. Such grant may be made in respect of separate periods of absence and in respect of different kinds of illnesses.

58.5 (a) If an employee has used his paid sick leave provided for in these regulations, he may, notwithstanding the provisions of subregulation 7, be granted sick leave without pay not exceeding 365 days in the aggregate in any particular cycle.

(b) The grant in terms of paragraph (a) may be made irrespective of whether the employee has been granted sick leave with half pay in terms of subregulation 4.

(c) If an employee has been granted the sick leave without pay provided for in this subregulation, he shall not, during the particular cycle, be granted any further leave, of whatever nature, to cover his absence from duty owing to illness, except on the recommendation of the Administrator.

58.6 (a) The granting to an employee of sick leave without pay in terms of subregulation 5 shall be subject to the submission by him to the Secretary of a satisfactory certificate of indisposition in respect of each absence which exceeds three days.

(b) The provisions of regulations 59.4 and 59.5 shall apply in respect of absences which do not exceed three days.

- (a) oorgaan na 'n groep waarin die siekterverlof vergunning minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekterverlofvergunning wat voorheen op hom van toepassing was; of
- (b) oorgaan na 'n groep waar die siekterverlofvergunning gunstiger is as voorheen, verwerf hy onmiddellik die siekterverlofvergunning van die nuwe groep min enige betaalde siekterverlof wat hy reeds gedurende die betrokke tydkring gebruik het,

tensy die bepalings van regulasie 68.2 op hom van toepassing is.

58.3 Ongebruikte siekterverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring en kan nie na die volgende tydkring oorgedra word nie.

58.4 As aan 'n werknemer die maksimum hoeveelheid siekterverlof waarvoor in hierdie regulasies voorseening gemaak is, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die Sekretaris —

- (a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts; en
- (b) as hy oortuig is dat die werknemer op die betrokke tydstip nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en
- (c) as die werknemer geen vakansieverlof tot sy krediet het nie, uitgesonderd vakansieverlof in regulasie 65.2 gemeld,

na goedunke verdere siekterverlof met halwe betaling aan sodanige werknemer toeken vir altesaam hoogstens 92 dae in enige besondere tydkring. Sodanige toekenning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

58.5 (a) Aan 'n werknemer wat sy betaalde siekterverlof waarvoor in hierdie regulasies voorsiening gemaak is, opgebruik het, kan, ondanks die bepalings van subregulasie 7, siekterverlof sonder betaling toegestaan word vir altesaam hoogstens 365 dae in enige besondere tydkring.

(b) Die toekenning kragtens paragraaf (a) kan gedoen word ongeag of addisionele siekterverlof met halwe betaling kragtens subregulasie 4 aan die werknemer toegestaan is.

(c) As die siekterverlof sonder betaling waarvoor in hierdie subregulasie voorsiening gemaak word, aan 'n werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan word om sy afwesigheid van diens weens siekte te dek nie, behalwe met goedkeuring van die Administrateur.

58.6 (a) Die toekenning aan 'n werknemer van siekterverlof sonder betaling kragtens subregulasie 5 is onderworpe aan die voorlegging deur hom aan die Sekretaris van 'n bevredigende sertifikaat van ongesteldheid ten opsigte van elke afwesigheid van langer as drie dae.

(b) Ten opsigte van afwesighede wat nie drie dae oorskry nie, is die bepalings van regulasies 59.4 en 59.5 van toepassing.

53.7 (a) An employee may, on application in writing, be granted any vacation leave which he may have to his credit, in lieu of sick leave with half pay or sick leave without pay: Provided that —

- (i) such application is submitted not later than three calendar months after he has resumed duty;
- (ii) the number of days vacation leave so granted shall not exceed 365 days in the aggregate in any cycle; and
- (iii) the Secretary shall be satisfied that the employee concerned is not at that stage permanently unfit for the resumption of his normal duties.

(b) Once the vacation leave referred to has been granted to an employee and he has received payment in respect thereof, such leave shall not be reconverted into sick leave with half pay or without pay.

58.8 (a) If an employee to whom vacation leave has been granted, becomes ill after he has left his duties to proceed on vacation leave, that portion of the vacation leave referred to in respect of which he submits a certificate by a registered medical practitioner or a registered dentist which complies with the requirements prescribed in regulation 59 may be converted into sick leave, provided the necessary sick leave is available in terms of these regulations.

(b) Vacation leave without pay shall not be converted into sick leave.

GRANTING OF SICK LEAVE

59.1 Sick leave shall be granted only in respect of the absence from duty of an employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions.

59.2 Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the Secretary is satisfied that the applicant's state of health —

- (a) incapacitates him for duty; and
- (b) does not arise from his failure to take vacation leave.

59.3 (a) The Secretary may at any time require an employee to submit to an examination by one or more registered medical practitioners nominated by the Secretary.

(b) The expenses in connection with such examination shall be met from public funds.

59.4 (a) If an employee is absent from duty for a continuous period of more than three days owing to illness, he may be granted sick leave if he furnishes the head of the branch with a certificate by a registered medical practitioner or a registered dentist which clearly describes the nature of the illness, which states that he is not capable of performing his official duties, and in which is indicated the period necessary for his recuperation.

(b) The Secretary may, at his discretion, require the submission of a similar certificate in respect of periods of three days or less.

(c) If the Secretary is satisfied that the absence of the employee is *bona fide* due to illness and that there are good reasons for the non-submission of a certificate of

58.7 (a) Aan 'n werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekterverlof sonder betaling: Met dien verstande dat —

- (i) sodanige aansoek nie later nie as drie kalendermaande nadat hy diens hervat het, ingedien word;
- (ii) die getal dae vakansieverlof wat aldus toegestaan word nie altesaam 365 dae in enige tydkring oorskry nie; en
- (iii) die Sekretaris oortuig moet wees dat die betrokke werknemer op die betrokke tydstip nie permanent ongesik is vir die hervatting van sy normale pligte nie.

(b) As bedoelde vakansieverlof aan 'n werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, mag sodanige verlof nie weer in siekterverlof met halwe betaling of sonder betaling omgesit word nie.

58.8 (a) As 'n werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van bedoelde vakansieverlof ten opsigte waarvan hy 'n sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts indien wat aan die vereistes voorgeskryf in regulasie 59 voldoen in siekterverlof omskew word mits die nodige siekterverlof krägtens hierdie regulasies beskikbaar is.

(b) Vakansieverlof sonder betaling mag nie in siekterverlof omskew word nie.

TOESTAAN VAN SIEKTEVERLOF

59.1 Siekterverlof word toegestaan slegs in verband met 'n werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

59.2 In verband met senuwee-aandoenings, slapeeloosheid, swakte en dergelike minder goed omskrewen siektes of ongesteldhede word siekterverlof toegestaan slegs as die Sekretaris oortuig is dat die applikant se gesondheidstoestand —

- (a) hom ongesik maak vir sy werk; en
- (b) nie voortvloeи uit sy versuim om van vakansieverlof gebruik te maak nie.

59.3 (a) Die Sekretaris kan te eniger tyd eis dat 'n werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneeshere deur die Sekretaris aangewys.

(b) Die onkoste verbonde aan sodanige ondersoek word uit staatsfondse betaal.

59.4 (a) As 'n werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekterverlof aan hom toegestaan word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat aantoon watter tydperk nodig is vir sy herstel, by sy afdelingshoof indien.

(b) Die Sekretaris kan na goeddunke eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(c) Indien die Sekretaris daarvan oortuig is dat die werknemer se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n serti-

indisposition, he may waive the submission of such certificate by the employee in respect of sick leave for a continuous period not exceeding 14 days. Such exemption shall be endorsed on the leave application.

59.5 Sick leave, with or without pay, in respect of which a certificate referred to in subregulation 4 is not submitted, may be granted only for an aggregate of 10 days during any year ending on 31 December and any further absences shall be covered by the granting of vacation leave with full pay or, if the employee has no vacation leave to his credit, of vacation leave without pay. The provisions of this subregulation shall not apply to periods of absence in respect of which exemption in terms of subregulation 4(c) has been granted and such periods shall not be taken into account in the determination of the 10 days.

59.6 Notwithstanding the submission of a certificate as defined in subregulation 4 the Secretary may, at his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, and in such case the absence shall be regarded as unauthorised and the provisions of regulation 50.4 shall apply thereto.

59.7 The absence of a female employee owing to her confinement shall not be covered by the granting of sick leave, but by the granting —

- (i) of available vacation leave; and
- (ii) thereafter of vacation leave without pay in terms of regulation 57.

Sick leave may, however, be granted during a term of pregnancy provided the requirements of the regulations are complied with, but not in respect of any absence immediately preceding and continuous with the absence due to the confinement.

59.8 (i) Notwithstanding anything contained in these regulations leave owing to her confinement may be granted to married female registered nursing staff employed at State Hospitals, except students, to a maximum of twelve calendar months.

(ii) At least one calendar month's notice of decision to take such leave must be given to the Medical Superintendent or Officer-in-Charge of such hospital and any such leave that is recommended by the Director of Health Services shall be without pay. Any period of maternity leave must commence not less than three calendar months before the expected date of confinement.

(iii) Notwithstanding anything contained in these regulations, the Director of Health Services may, if he considers it necessary, require a married female registered member of the nursing staff to take leave owing to her confinement.

(iv) Notwithstanding anything contained in these regulations a married female registered member of the nursing staff may be on her request, in respect of any part of her maternity leave, granted vacation leave with full pay if such nurse has any vacation leave to her credit.

SPECIAL SICK LEAVE

60.1 An employee who is absent from duty owing to an injury sustained in an accident arising out of and

fikaat van ongesteldheid nie ingedien is nie, kan hy die werknemer van die indiening van sodanige sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van nie langer as 14 dae nie. Sodaanige vrystelling moet op die verlofaansoek geëndosseer word.

59.5 Siekteverlof met of sonder betaling ten opsigte waarvan 'n sertifikaat in subregulasie 4 bedoel nie ingedien is nie, kan toegestaan word slegs vir altesaam 10 dae gedurende enige jaar eindigende op 31 Desember en enige verdere afwesighede moet gedek word deur die toestaan van vakansieverlof met volle betaling, of as die werknemer geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Die bepalings van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens subregulasie 4 (c) verleen is nie, en sodaanige tydperke word ook nie ingerekken by die vastelling van die 10 dae nie.

59.6 Ondanks die indiening van 'n sertifikaat soos in subregulasie 4 omskryf, kan die Sekretaris na goed-dunke weier om siekteverlof met betaling toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalings van regulasie 50.4 ten opsigte daarvan van toepassing.

59.7 Die afwesigheid van 'n vroulike werknemer as gevolg van haar bevalling mag nie deur die toestaan van siekteverlof gedek word nie maar wel deur die toestaan van —

- (i) beskikbare vakansieverlof; en
- (ii) daarna vakansieverlof sonder betaling kragtens regulasie 57.

Siekteverlof kan egter gedurende 'n tydperk van swangerskap toegestaan word mits aan die vereistes van die regulasies voldoen word, maar nie ten opsigte van enige afwesigheid wat die bevalling onmiddellik voorafgaan en aaneenlopend met die bevallingsafwesigheid nie.

59.8 (i) Neteenstaande andersluidende bepalings van hierdie regulasies mag daar verlof as gevolg van haar bevalling toegestaan word aan getroude vroulike geregistreerde verpleegpersoneel werkzaam in Staatshospitale, uitgesonderd studente, tot 'n maksimum van twaalf kalendermaande.

(ii) Minstens een kalendermaand kennisgewing van die besluit om sodaanige verlof te neem moet aan die Mediese Superintendent of Beämpte-in-Beheer van sodaanige hospitaal gegee word en enige sodaanige verlof wat deur die Direkteur van Gesondheidsdienste aanbeveel word, sal sonder betaling wees. Enige periode van kraamverlof moet 'n aanvang neem nie minder nie as drie kalendermaande voor die verwagte datum van die bevalling.

(iii) Neteenstaande andersluidende bepalings van hierdie regulasies mag die Direkteur van Gesondheidsdienste, indien hy dit nodig ag, dit van 'n getroude vroulike geregistreerde verpleegpersoneellid vereis om kraamverlof te neem.

(iv) Neteenstaande andersluidende bepalings van hierdie regulasies mag 'n getroude vroulike geregistreerde verpleegpersoneellid op haar versoek, ten opsigte van enige gedeelte van haar kraamverlof vakansieverlof met volle betaling toegestaan word mits sodaanige verpleegster enige vakansieverlof tot haar krediet het.

SPESIALE SIEKTEVERLOF

60.1 Aan 'n werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat

in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, special sick leave with pay equal to the difference between full pay and the compensation payable to him in terms of that Act in the form of periodical payments of his monthly earnings.

60.2 Special sick leave in terms of this regulation shall not be granted if the Secretary is of opinion that the accident is attributable to the serious and wilful misconduct of the employee.

60.3 The provisions of regulations 59.3, 59.4 and 59.5 shall apply *mutatis mutandis* to the granting of special sick leave.

SPECIAL LEAVE WITH FULL PAY

61.1 Special leave with full pay may be granted to an employee —

- (a) when he sits for any examination prescribed by the Act, an examination of a recognised university within the Republic, any law examination of the public service and any other examination which the Secretary may indicate;
 - (b) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted, or is suspected of having contracted, an infectious or contagious disease. The granting of special leave under this paragraph shall be subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for segregation or isolation;
 - (c) when he is arrested or has to appear before court on a criminal charge and he is subsequently acquitted or the charge withdrawn;
 - (d) when, as a member of the Citizen Force, a commando, the Reserve of Officers, the Permanent Force Reserve, the Citizen Force Reserve, the Commando Reserve or the National Reserve, or as a member of the Reserve Police Force, he is, in terms of the Defence Act, 1957, or any regulation made thereunder, or the Police Act, 1958, or any regulation made thereunder, as the case may be, instructed or called up to —
 - (i) undergo a medical examination with a view to service in the Citizen Force or commandos; or
 - (ii) appear before a military selection board with a view to a commissioned appointment in the South African Permanent Force; or
 - (iii) attend a command meeting in his capacity as commanding officer of a commando; or
 - (iv) perform any military service, undergo training or attend a practice course, an instructional course or qualifying course; or
 - (v) attend any procession or parade; or
 - (vi) perform service in the prevention or suppression of disorder or other emergency in the Republic, unless he is so instructed or called up while he is performing voluntary whole-time service in terms of section 20 of the Defence Act, 1957:
- Provided that —

uit sy diens ontstaan en in die loop daarvan plaasgevind het of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteleverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte uit te voer nie, of indien die geval binne die bestek van die Ongevallewet, 1941 soos gewysig, val, spesiale siekteleverlof met betaling gelykstaande met die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens die Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is.

60.2 Spesiale siekteleverlof kragtens hierdie regulasie word nie toegestaan as die Sekretaris van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die werknemer toe te skryf is nie.

60.3 Die bepalings van regulasies 59.3, 59.4 en 59.5 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteleverlof.

SPESIALE VERLOF MET VOLLE BETALING

61.1 Spesiale verlof met volle betaling kan aan 'n werknemer toegestaan word —

- (a) wanneer hy enige eksamen voorgeskryf by die Wet, 'n eksamen van 'n erkende universiteit binne die Republiek, enige regseksamen van die staatsdiens en enige ander eksamen wat die Sekretaris aanwys, aflê;
- (b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie kragtens geneeskundige instruksies waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het. Die toestaan van spesiale verlof kragtens hierdie paraagraaf is onderworpe aan die indiening van 'n certificaat van 'n geregistreerde genesheer wat die tydperk en oorsaak van afsondering of isolasie aandui;
- (c) wanneer hy gevange geneem is of voor die hof moet verskyn op 'n aanklag van misdaad en later vrygespreek of die aanklag teruggetrek word;
- (d) wanneer hy kragtens die Verdedigingswet, 1957, of enige regulasie daarkragtens uitgevaardig, as lid van die Burgermag, 'n commando, die Reserwe van Offisiere, die Staandemagreserwe, die Burgermagreserwe, die Kommandoreserwe of die Nasionale Reserwe, of kragtens die Polisiewet, 1958, of enige regulasie daarkragtens uitgevaardig as lid van die Reserwepolisiemag, na gelang van die geval, aangesê of opgeroep word om —
 - (i) hom met die oog op diens in die Burgermag of commando's medies te laat ondersoek; of
 - (ii) met die oog op 'n offisiersaanstelling in die Suid-Afrikaanse Staandemag, voor 'n militêre keurraad te verskyn; of
 - (iii) as bevelvoerder van 'n commando 'n kommandementsvergadering by te woon; of
 - (iv) enige militêre diens te verrig of opleiding te ontvang of 'n oefen-, instruksie- of kwalifiserende kursus by te woon; of
 - (v) enige optog of parade by te woon; of
 - (vi) diens te verrig in verband met die voorkoming van onderdrukking van onluste of enige noodtoestand in die Republiek, tensy hy aldus aangesê of opgeroep word terwyl hy ingevolge artikel 20 van die Verdedigingswet, 1957, vrywillige voltydse diens in die Burgermag verrig: Met dien verstande dat —

in the case of his initial period of continuous compulsory military service as a member of the Citizen Force, only the difference between his normal administration salary and the pay he receives in terms of the Citizen Force Regulations may be paid to him, subject to the conditions approved by the Administrator;

after he has completed his compulsory military service, any voluntary further service in the Citizen Force, excluding voluntary whole-time service in terms of section 20 of the Defence Act, 1957, shall be undertaken only with the consent of the Secretary;

the employee submits acceptable written evidence by the military or police authority concerned of the necessity for his absence from duty;

(e) when, as a member of the St. John Ambulance Brigade, the South African Red Cross Society or the „Noodhulpliga“, he is selected and permitted to undergo a course of training at a military hospital in accordance with the provisions of paragraphs 11 and 12 of Chapter XV (B) of the Citizen Force Regulations, provided that the Director of Medical Services certifies that he has been selected to undergo such training and that his attendance thereof is necessary in the interest of the corps of which he is a member;

(f) when, as a member of a staff association or trade union which has been officially recognised he is permitted to attend meetings of departmental promotion committees as an observer, and as a result of such attendance he is absent from duty for one or more full working days;

(g) when he attends a conference of the South African Nursing Association as a delegate; and

(h) when he is selected by a recognised amateur sports association to —

(i) take part, as a member of an organised sports group, in a sports tour outside the Republic and the Territory, whether as a competitor, coach or manager; or

(ii) represent South Africa, and not merely a club or province, as a competitor, coach or manager at international sporting events within the Republic or the Territory; or

(iii) accompany a foreign national team visiting the Republic or the Territory, as a representative of the South African sports association organising the tour.

61.2 Special leave granted in terms of subregulation 1 may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

61.3 The provisions of subregulation 1(d) and (e) shall apply to employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements.

LEAVE FOR STUDY PURPOSES

62. Leave may be granted to an employee for study purposes on the basis and conditions approved by the Secretary.

in die geval van sy aanvanklike tydperk van ononderbroke verpligte militêre diens as lid van die Burgermag slegs die verskil tussen sy gewone Administrasiesalaris en die soldy wat hy kragtens die Burgermagregulasies ontvang, aan hom betaal mag word onderworpe aan die voorwaardes wat die Administrateur goedkeur;

nadat hy sy verpligte militêre diens voltooi het, enige vrywillige verdere diens in die Burgermag behalwe vrywillige voltydse diens in gevolge artikel 20 van die Verdedigingswet, 1957, slegs met die instemming van die Sekretaris geskied;

die werknemer aanneemlike skriftelike bewys deur die betrokke militêre of polisie-owerheid van die noodsaklikheid vir sy afwesigheid van diens indien;

(e) wanneer hy as lid van die St. John Ambulansbrigade, die Suid-Afrikaanse Rooikruisvereniging of die Noodhulpliga gekies is en toegelaat word om ooreenkomsdig die bepalings van paragraue 11 en 12 van Hoofstuk XV(B) van die Burgermagregulasies, 'n opleidingskursus aan 'n militêre hospitaal te volg, mits die Direkteur van Gesondhedsdienste sertifiseer dat hy gekies is om sodanige kursus te deurloop en dat sy bywoning daarvan nodig is in belang van die korps waarby hy ingedeel is;

(f) wanneer hy as lid van 'n personeelvereniging of vakunie wat amptelik erken word, toegelaat word om vergaderings van departementele bevorderingskomitees as waarnemer by te woon en hy as gevolg van sodanige bywoning vir een of meer volle werkdae van diens afwesig is;

(g) wanneer hy as afgevaardigde 'n konferensie bywoon van die Suid-Afrikaanse Verpleegstersvereniging; en

(h) wanneer hy deur 'n erkende amateursportvereniging gekies word om —

(i) as lid van 'n georganiseerde sportgroep, hetsy as 'n deelnemer, afrigter of bestuurder, aan 'n sporttoer buite die Republiek en die Gebied mee te doen; of

(ii) Suid-Afrika, en nie slegs 'n klub of provinsie nie, by internasionale sportwedstryde binne die Republiek of die Gebied as deelnemer, afrigter of bestuurder te verteenwoordig; of

(iii) 'n buitelandse nasionale span wat die Republiek of die Gebied besoek as verteenwoordiger van die Suid-Afrikaanse sportliggaam wat die toer reël, te vergesel.

61.2 Spesiale verlof wat ooreenkomsdig subregulasie 1 toegestaan word, kan enige tydperk werkelik en noodsaaklike wysis deurgebring met reise vir doelendes waarvoor die verlof toegestaan word, insluit.

61.3 Die bepalings van subregulasie 1(d) en (e) is van toepassing op werknemers wie se diensvoorraad in ooreenstemming met die bepalings van nywerheids- en derglike ooreenkomsste vasgestel is.

VERLOF VIR STUDIEDOELEINDES

62. Verlof kan vir studiedoeleindes op die grondslag en voorwaardes wat die Sekretaris goedkeur, aan 'n werknemer toegestaan word.

DAYS OF REST

63.1 A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that a day of rest, or two or more consecutive days of rest —

- (a) falling within a period of leave, shall be regarded as leave falling under the same heading, according to the classification in regulation 52.1, as the leave which precedes and succeeds such day or days of rest;
- (b) falling between a period of authorised vacation or non-accumulative leave and a period of sick leave (or *vice versa*) shall be regarded as vacation leave, unless the employee concerned produces evidence that he was actually ill on such day or days of rest, in which case it shall be regarded as sick leave;
- (c) falling between a period of authorised vacation, non-accumulative or special leave and a period of unauthorised vacation leave (or *vice versa*), shall be regarded as vacation leave with full pay, if available, or else vacation leave without pay; and
- (d) falling between a period of sick leave and a period of unauthorised vacation leave (or *vice versa*), shall be regarded as vacation leave with full pay, if available, or else vacation leave without pay, unless the employee concerned produces evidence that he was actually ill on such day or days of rest, in which case it shall be regarded as sick leave.

63.2 If an employee who is called upon to report for duty on a day of rest fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he is prevented from reporting for duty by circumstances which are acceptable to the Secretary.

63.3 An employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

PAYMENT OF ALLOWANCES, ETC., DURING LEAVE

64. The continuance or cessation of the payment to an employee of allowances or remuneration other than salary or wage and the liability of an employee for payments due to the Administration in respect of goods supplied or services rendered by the Administration during periods of leave shall be subject to the provisions of the regulations applicable thereto and directions issued by the Secretary in connection therewith.

LEAVE WHICH COUNTS FOR LEAVE PURPOSES

65.1 All leave, of whatever nature, with full or part pay, and vacation and sick leave without pay not exceeding 15 days in the aggregate in a month, shall count for the purpose of leave accrual. If the leave without pay exceeds the number of days mentioned herein —

- (a) the month in which such excess occurs, shall not be regarded as service for the purposes of regulation 54.1; and
- (b) the provision in respect of sick leave with full pay and sick leave with half pay which applies to an employee in terms of regulation 53.1(c) shall be reduced by one thirty-sixth in respect of each month in which such excess occurs, which reduction shall be made from the provision of

RUSDAE

63.1 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sodanig aangeteken nie: Met dien verstande dat 'n rusdag, of twee of meer opeenvolgende rusdae —

- (a) wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof volgens die indeling in regulasie 52.1 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;
- (b) wat tussen 'n tydperk van gemagtigde vakansie- of nie-oplopende verlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was, in welke geval dit geag word siektereverlof te wees;
- (c) wat tussen 'n tydperk van gemagtigde vakansie-, nie-oplopende- of spesiale verlof en 'n tydperk van ongemagtigde vakansieverlof (of omgekeerd) val, geag word vakansieverlof met volle betaling, indien beskikbaar, of andersins vakansieverlof sonder betaling te wees; en
- (d) wat tussen 'n tydperk van siektereverlof en 'n tydperk van ongemagtigde vakansieverlof (of omgekeerd) val, geag word vakansieverlof met volle betaling, indien beskikbaar, of andersins vakansieverlof sonder betaling te wees, tensy die betrokke werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was, in welke geval dit geag word siektereverlof te wees.

63.2 As 'n werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, word sodanige rusdag geag vakansieverlof sonder betaling te wees, tensy hy weens omstandighede wat vir die Sekretaris aanneemlik is, verhinder word om hom vir diens aan te meld.

63.3 'n Werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie tensy hy kragtens sy diensvoorraarde op betaling vir die dag geregtig is.

BETALING VAN TOELAES, ENS., TYDENS VERLOF

64. Die voortsetting of staking van die betaling aan 'n werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreeklikheid van 'n werknemer vir die betaling aan die Administrasie van geldte vir goedere of dienste deur die Administrasie gelewer gedurende tydperke van verlof is onderworpe aan die bepalings van die regulasies wat daarop van toepassing is en opdragte wat deur die Sekretaris daaromtrent uitgereik is.

VERLOF WAT VIR VERLOFDOELEINDES TEL

65.1 Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie- en siektereverlof sonder betaling van altesaam hoogstens 15 dae in 'n maand, tel vir die doel van verlofaanwas. As die verlof sonder betaling die hierin gemelde getal dae oorskry word —

- (a) die maand waarin sodanige oorskryding plaasvind, nie as diens vir die doeleindest van regulasie 54.1 gereken nie; en
- (b) die voorsiening ten opsigte van siektereverlof met volle betaling en siektereverlof met halwe betaling wat kragtens regulasie 53.1 (c) op 'n werknemer van toepassing is, met een ses-en-dertigste ten opsigte van elke maand waarin sodanige oorskryding plaasvind, verminder en hierdie vermindering

the cycle in which the excess occurs, or, if the available sick leave for the relative cycle has already been used, from the provision of the next succeeding cycle.

65.2 Vacation leave which, in terms of subregulation 1 accrues during a period of vacation leave without pay or sick leave without pay, shall not be granted to an employee until he has resumed his duties after his absence on vacation or sick leave without pay, and then only in respect of absences after such resumption of duty.

65.3 Vacation leave without pay and sick leave without pay shall count as service for the purpose of determining an employee's leave group under regulation 53.

LEAVE COUNTS FOR THE PURPOSE OF SALARY INCREMENTS

66. All leave, of whatever nature, whether with or without pay, shall count for the purpose of salary increments, unless the Secretary directs otherwise.

LAPSE OF GRANTED LEAVE ON TERMINATION OF SERVICE

67. Immediately an employee gives notice of resignation or a female employee gives notice of her contemplation of marriage, any leave with pay which at that time may already have been granted for a period or periods as from or after the date of such notice, or, if the notice is undated, as from or after the date the notification is received by the head of the office, shall lapse and any absences from duty on or after the date referred to shall be regarded as vacation leave without pay: Provided that the provisions of this subregulation shall —

- (a) apply only in respect of absences during an employee's last 30 days of service; and
- (b) not apply to —
 - (i) sick leave;
 - (ii) special leave granted in terms of regulation 61.1 (b), (c) or (d);
 - (iii) vacation leave granted in terms of regulation 58.7; and
 - (iv) an employee whose contract of service or letter of appointment contains a clause expressly providing that his services may be terminated on 24 hours' notice on either side, but who nevertheless gives more than 24 hours' notice of resignation.

67.2 (a) If an employee's services terminate for any reason other than that mentioned in subregulation 1, any leave of absence which at that time may already have been granted to him for a period or periods after the date of termination of his services, shall lapse.

(b) The period of service of an employee may not be extended in order to enable him to utilise leave which may have been granted to him.

word aangebring, aan die voorsiening vir die tydkring waarin die oorskryding voorkom, of, as die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening vir die eersvolgende tydkring.

65.2 Vakansieverlof wat kragtens subregulasie 1 aanwas gedurende 'n tydperk van vakansieverlof sonder betaling of siekteverlof sonder betaling mag nie aan 'n werknemer toegestaan word voordat hy, na sy afwesighed met vakansie- of siekteverlof sonder betaling, weer sy dienste hervat het nie en dan slegs ten opsigte van afwesighede na sodanige hervatting van diens.

65.3 Vakansieverlof sonder betaling en siekteverlof sonder betaling tel as diens vir die vasstelling van die indeling van 'n werknemer by 'n verlofgroep kragtens regulasie 53.

VERLOF TEL VIR SALARISVERHOGINGSDOELEINDES

66. Alle verlof, van watter aard ook al, het sy met of sonder betaling, tel vir salarisverhogingsdoeleindes, tensy die Sekretaris anders gelas.

VERVAL VAN TOEGESTANE VERLOF BY BEËNDIGING VAN DIENS

67.1 Sodra 'n werknemer kennis gee van bedanking of sodra 'n vroulike werknemer kennis gee van haar voorneme om in die huwelik te tree, verval enige verlof met betaling wat op daardie tydstip reeds toegestaan is vir 'n tydperk of tydperke vanaf of na die datum van sodanige kennisgewing, of indien die kennisgewing nie, gedateer is nie vanaf of na die datum van ontvangs daarvan deur die hoof van die kantoor, en word alle afwesighede van diens op of na bedoelde datum geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie subregulasie —

- (a) van toepassing is slegs ten opsigte van afwesighede gedurende die laaste 30 dae van 'n werknemer se diens; en
- (b) nie van toepassing is nie op —
 - (i) siekteverlof;
 - (ii) spesiale verlof wat kragtens regulasie 61.1(b) (c) of (d) toegestaan word;
 - (iii) vakansieverlof wat kragtens regulasie 58.7 toegestaan word; en
 - (iv) 'n werknemer wie se dienskontrak of aanstellingsbrief 'n klousule bevat wat uitdruklik bepaal dat sy dienste met wedersydse kennisgewing van 24 uur beëindig kan word, maar wat desnieteenstaande langer as 24 uur kennis van sy bedanking gee.

67.2 (a) As 'n werknemer se dienste om enige ander rede as dié in subregulasie 1 genoem, eindig, verval enige afwesighedsverlof wat op daardie tydstip reeds toegestaan is vir 'n tydperk of tydperke na die datum van sy diensbeëindiging.

(b) 'n Werknemer se dienstdyperke mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat aan hom toegestaan mag gewees het nie.

**LAPSE OF ACCUMULATED LEAVE ON
TERMINATION OF SERVICE**

68.1 If —

- (a) an employee retires from a post or relinquishes a permanent appointment or if his permanent appointment is terminated for any reason whatsoever; or
- (b) an employee relinquishes a temporary appointment or if his temporary appointment is terminated for any reason whatsoever, excluding an employee appointed in a permanent capacity without a break in service, any accumulated leave standing to his credit on the date on which his services terminate, shall lapse, subject to the provisions of regulation 49.3.

68.2 If a person referred to in —

- (a) subregulation 1(a) is reappointed, with or without a break in service, in a permanent or temporary capacity; or
- (b) subregulation 1(b) —
 - (i) is reappointed, with or without a break in service, in a temporary capacity; or
 - (ii) is reappointed, with a break in service, in a permanent capacity,

such reappointment shall be regarded as a new appointment for all purposes of these regulations, his previous service shall not count as service for leave purposes, and accumulated leave which has lapsed in terms of subregulation 1 shall not be placed to his credit again.

EXCEPTIONAL CASES

69. In the event of circumstances arising which justify a departure from the provisions of this chapter, the Secretary may grant leave to an employee or classes of employees on such conditions as the Administrator may approve. The Administrator may also, at his discretion, prescribe special leave privileges for an employee or classes of employees.

**VERVAL VAN OPGELOPE VERLOF BY BEEINDIGING
VAN DIENS**

68.1 As —

- (a) 'n werknemer aftree uit 'n pos of 'n permanente betrekking neerlê of as sy permanente aanstelling beëindig word om watter rede ook al; of
- (b) 'n werknemer 'n tydelike betrekking neerlê of as sy tydelike aanstelling beëindig word om watter rede ook al, uitgesonderd 'n werknemer wat sonder onderbreking van diens in 'n permanente hoedanigheid aangestel word, verval enige opgelede verlof wat tot sy krediet staan op die datum waarop sy dienste eindig, behoudens die bepalings van regulasie 49.3

68.2 As 'n —

- (a) persoon in subregulasie 1(a) bedoel met of sonder onderbreking van diens in 'n permanente of tydelike hoedanigheid heraangestel word; of
- (b) persoon in subregulasie 1(b) bedoel —
 - (i) met of sonder onderbreking van diens in 'n tydelike hoedanigheid heraangestel word; of
 - (ii) met onderbreking van diens in 'n permanente hoedanigheid heraangestel word,

word sodanige heraanstelling vir alle doeleinades van hierdie regulasie as 'n nuwe aanstelling beskou, tel sy vorige diens nie as diens vir verlofdoeleinades nie, en opgelede verlof wat ingevolge subregulasie 1 verval het, word nie weer tot sy krediet geplaas nie.

BUITENGEWONE GEVALLE

69. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, mag die Sekretaris aan 'n werknemer of klasse werknemers verlof toestaan op die voorwaardes wat die Administrateur goedkeur. Die Administrateur kan ook na goeddunke spesiale verlofvoorregte vir 'n werknemer of klasse werknemers voorskryf.