

NUUT AANGESTELDE HOOFDE EN ADJUNKHOOFDE / NEWLY APPOINTED PRINCIPALS AND DEPUTY PRINCIPALS

WELKOM

WELCOME



REGISTRATION WITH SACE

- **ALL EDUCATORS MUST BE REGISTERED**
- **EMPLOYED BY GDE OR SGB**
- **PROVIDES FOR PROVISIONAL REGISTRATION**
- **R200 TO REGISTER AND R50 FOR RENEWALS / REPRINTS**

TYPES OF APPOINTMENT

- **DEPARTMENTAL**
- **SCHOOL GOVERNING BODY EMPLOYER**
- **STATE IS THE EMPLOYER**
 - (EMPLOYMENT OF EDUCATORS ACT)
- **THE RELATIONSHIP AND CONDITION OF SERVICES ARE REGULATED BY ACT AND THE PAM**
- **THE RELATIONSHIP AND CONDITION OF SERVICE ARE REGULATED BY BASIC CONDITIONS OF SERVICE AND LABOUR RELATIONS ACT**
- **CONTRACT/ APPOINTMENT LETTER**
- **CONTRACT NB!**



APPOINTMENT PROCEDURES

DEPARTMENTAL

- **TEMPORARY APPOINTMENT END DATE**
- **PERMANENT APPOINTMENTS VIA A VACANCY LIST**
- **SECTION 6B OF EEA / ABSORPTION**
- **TRANSFERS**
- **SUBSTITUTES**

ABSORPTION/CONVERSION

ELRC COLLECTIVE AGREEMENT 4 OF 2018

- **AFTER 3 MONTHS**
- **SEND DOCUMENTATION TO GDE**
- **LETTER CONFIRMING PERMANENT ON PROBATION**

VACANCY LIST

- **SPECIFIC PROCEDURE**
 - **SIFTING BY GDE**
 - **SHORTLISTING AND INTERVIEWS BY SGB**
 - **5 CANDIDATES 3 NAMES TO HOD TO APPOINT CANDIDATE**

APPOINTMENT SCHOOL GOVERNING BODY

- **SGB OF THE SCHOOL IS THE EMPLOYER**
- **SHOULD HAVE A CONTRACT – NEGOTIATE YOUR CONDITIONS OF SERVICE**
- **IN LINE WITH THE BASIC CONDITION OF SERVICE AND LABOUR RELATIONS ACT**
- **CANNOT BE CHANGED UNILATERALLY**
- **BONUS**
- **SALARY**

APPOINTMENT SCHOOL GOVERNING BODY

- **UIF (EMPLOYER MUST DEDUCT 1% FROM YOUR SALARY THEY MUST PAY 1% (MAX R148.72))**
- **SICK LEAVE**
- **MATERNITY LEAVE (PAID / UNPAID)**
- **FAMILY RESPONSIBILITY**

ANNUAL LEAVE

- **SCHOOL HOLIDAYS REGARDED AS ANNUAL LEAVE**
- **MAY BE REQUIRED BY EMPLOYER TO ATTEND TRAINING PROGRAMMES DURING SCHOOL HOLIDAYS**
- **EMPLOYER SHALL GIVE AT LEAST A TERM'S NOTICE**

SICK LEAVE

- **36 WORKING DAYS IN A 3 YEAR CYCLE**
- **CURRENT CYCLE COMMENCED ON 1 JANUARY 2019**
- **MEDICAL CERTIFICATE REQUIRED**
 - **3 DAYS AND MORE SUBMIT A MEDICAL CERTIFICATE**
 - **MORE THAN TWICE IN AN EIGHT WEEK PERIOD**
 - **PATTERN ESTABLISHED – EVERY MONDAY OR FRIDAY, ECT.**

TEMPORARY INCAPACITY LEAVE

SICK LEAVE EXHAUSTED

- **SHORT INCAPACITY – 29 DAYS OR LESS**
- **LONG INCAPACITY – 30 DAYS OR MORE**
- **SUBMIT MEDICAL CERTIFICATE FOR EACH OCCASION WITH SUPPORTING MEDICAL REPORTS AND INFORMATION**
- **MOTIVATE**

PERMANENT INCAPACITY

- **PERMANENTLY UNABLE TO WORK**
- **EMPLOYER MAY OFFER ALTERNATIVE EMPLOYMENT DUE TO CONTINUOUS ILLNESS**
- **MAY BE REQUIRED TO UNDERGO FURTHER MEDICAL EXAMINATIONS – SECOND OPINION**
- **ADDITIONAL PENSIONABLE SERVICE FOR ILL HEALTH RETIREMENT**

PRENATAL LEAVE

- **NEW BENEFIT WITH EFFECT FROM 1 JANUARY 2013**
- **CAN UTILISE A FULL DAY OR PART OF A DAY**
- **MUST SUBMIT IN ADVANCE UNLESS UNFORESEEN**
- **CIRCUMSTANCES PREVENT HER FROM DOING SO**
- **SUBMIT REASONABLE PROOF**
- **ABSENCES RELATED TO MEDICAL COMPLICATIONS DURING PREGNANCY = SICK LEAVE**

MATERNITY LEAVE

- **COMMENCE AT LEAST 14 DAYS BEFORE BIRTH OF CHILD**
- **AND ASSUMPTION OF DUTY ONLY ALLOWED AFTER 4 CALENDAR MONTHS FOR THE BIRTH OF EACH CHILD**
- **FULL 6 WEEK PERIOD**
- **NB! NO RESTRICTION ON NUMBER OF CHILDREN**

PATERNITY LEAVE

- **3 WORKING DAYS WHEN BABY IS BORN OR ADOPTED YOUNGER THAN 2 YEARS**
- **REASONABLE PROOF**

LEAVE FOR ADOPTION OF CHILDREN

- **45 WORKING DAYS**
- **UNDER THE AGE OF 2 YEARS**
- **BOTH HUSBAND AND WIFE GOVERNMENT EMPLOYEES BOTH QUALIFY FOR LEAVE**
- **IN TOTAL NOT EXCEEDING 45 WORKING DAYS**

PROFESSIONAL/PERSONAL DEVELOPMENT RELIGIOUS OBSERVATION

- **3 WORKING DAYS**



SPECIAL LEAVE FOR URGENT PRIVATE MATTERS

14 DAYS PER ANNUM

DAYS FAMILY RESPONSIBILITY

- **5 DAYS FOR ILLNESS OF CHILD AND/OR SPOUSE**
- **5 DAYS FOR DEATH OF IMMEDIATE FAMILY OR ANY OTHER URGENT PRIVATE MATTERS**
- **SHOULD NOT EXCEED 14 DAYS**

SEVERE SPECIAL NEEDS

- **5 ADDITIONAL DAYS FAMILY FOR RESPONSIBILITY**
- **CERTIFIED BY MEDICAL PRACTITIONER**
- **REASONABLE PROOF**

RESIGNATION

- **EDUCATOR MUST GIVE 90 DAYS' NOTICE**
- **MAY REQUEST THE HEAD OF EDUCATION TO APPROVE A SHORTER NOTICE PERIOD**
- **A MEMBER LOSES THE FOLLOWING BENEFITS :**
 - ❖ **LEAVE CREDIT**
 - ❖ **PRO-RATA SERVICE BONUS**
 - ❖ **MEDICAL AND FUNERAL BENEFIT**

COLLECTIVE AGREEMENT 4 OF 2016

TRANSFER OF SERVING EDUCATORS IN TERMS OF OPERATIONAL REQUEREMENTS

- **CHANGE IN LEARNER ENROLMENT**
- **CURRICULUM CHANGES**
- **FINANCIAL CONSTRAINTS**
- **MERGING OF SCHOOLS**

COLLECTIVE AGREEMENT 4 OF 2016

- **INFORM STAFF IN A MEETING**
- **VOLUNTARY**
- **LEAVING AS A RESULT OF RETIREMENT
RESIGNATION/ TRANSFER (6 MONTHS)**
- **CURRICULUM NEEDS**
- **LIFO**

COLLECTIVE AGREEMENT 2 OF 2018

- **RESIGNATION ENTRY LEVEL LESS THAN 6 YEARS**
- **6 YEARS OR MORE ONLY 6 ADDITIONAL NOTCHES**
- **DO NOT APPOINT FOR SHORT PERIODS**