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REVISED LEAVE PROVISIONS DURING THE LOCKDOWN PERIOD AND ANY PERIOD OF RE-INTEGRATION

1. Introduction

- 1.1 The leave protocols which applied prior to the lockdown and during the initial stages of the lockdown, allowed staff to take a leave of absence or family responsibility leave. Staff were informed that the leave protocols were subject to revision as the situation unfolded.
- 1.2 The lifting of the lockdown will not result in an immediate resumption of all activities in the usual fashion and will require compliance with any continued restrictions imposed by the state and/or the University. Schools for instance, will phase in the return of learners over a number of weeks. This in turn may impact on employees.
- 1.3 Various environments dependent on external funding cannot sustain the payment of salaries.
- 1.4 As a result of these developments, the Institutional Committee for Business Continuity (“the ICBC”) have approved revised leave protocols.
- 1.5 These protocols are subject to any legislative measures enacted by government and will remain in effect until amended or withdrawn by the ICBC.

2. The applicable leave during the lockdown period

- 2.1 All employees must enter a “Leave of Absence” for the period 27 March to 30 April 2020.
- 2.2 Where an employee was able to work from home during the lockdown period, the “Leave of Absence: Work from Home option” must be entered on the HR system.

- 2.3 Those employees who were unable to work from home must indicate "Leave of Absence: Other".
- 2.4 Employees who took family responsibility leave as from 17 March 2020 must enter "Family Responsibility Leave" for the period 17 March 2020 up to 26 March 2020. The absence as from 27 March until 30 April 2020 must be indicated as "Leave of Absence" which can be "working from Home" or "Other", depending on the employee's situation.

3. Leave provisions after the lockdown

- 3.1 Where employees return to work, there is no leave that will apply.
- 3.2 In cases where employees will continue to work from home, the "Leave of Absence: Work from Home option" will apply.
- 3.3 Where employees are restricted from returning to work by any measure taken by the state but are unable to work from home, "Leave of Absence: Other" will apply.
- 3.4 Where employees are not required by the University to return to work but are unable to work from home, "Leave of Absence: Other" will apply.
- 3.5 Where employees will continue to care for their children whose schools are gradually reintegrating, "Leave of Absence: Other" will apply. The employee must indicate the grade of the child/children and the date/s on when their child/children will be returning to school when applying for this leave.
- 3.6 Where an employee who is caring for a child/ children is able to work from home either fully or partially, this must be discussed with the line manager and where possible, "Leave of Absence: Working from Home" will apply.

4. Environments who are dependent on external funding¹

- 4.1 An environment that is externally funded and whose funder requires certain outputs that are not possible during the lockdown period or any period of reintegration, have the following options:
- 4.1.1 The environment can require employees to take annual leave during the period of reintegration where it is not possible to perform particular activities.
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4.1.2 The environment can decide to suspend the contract of employment for the duration of the period where it is not possible to perform particular activities.

4.1.3 The environment can make use of both options.

¹ These options should not be used where funders have indicated that they will fund the continued payment of salary costs in periods where particular activities cannot be performed.

