



LESEDI LOCAL MUNICIPALITY

("the Municipality")

POLICY ON LONG SERVICE AWARDS

1. Purpose of Policy

The Municipality, mindful of the need both to recognize the loyalty of long-serving staff members and to provide an incentive for them to remain in the employ of the Municipality, wishes to establish a policy to provide for the granting of long-service awards to qualifying members of staff, and to that end, has adopted this policy.

2. Establishment of Long-Service Awards

2.1 Qualifying members of staff (that is to say, members of staff who comply with the provisions of section 3.1) shall, subject to the provisions of this policy, be entitled to monetary long-service awards on the completion of every 10; 15; 20, 21; 25; 30; 35; 40; and 45 years of service with the Municipality.

2.2 The granting of such awards shall be effective from the date referred to in section 6 ("the effective date"). No awards shall be made retroactively for any periods of service completed before the effective date, but any period of service completed before the effective date will be taken into account for purposes of determining entitlement to an award and the amount of an award granted after the effective date.

3. Qualifying Members of Staff

3.1 A member of staff shall qualify for a long-service award if he or she:

3.1.1 has served uninterruptedly as a permanent, full-time member of staff for the period for which the award is granted;

3.2 Only service with the Municipality will be taken into account for the purposes of determining entitlement to and the amount of any award. Service with any other municipality or organ of government shall not be taken into account for this purpose.

3.3 The calculation of any period of service for which an award is granted shall commence on the date on which the member of staff commenced employment with the municipality and shall end on the day which is the relevant anniversary of the date on which such member of staff commenced employment. If a member of staff ceases to be employed by the municipality and is thereafter re-employed by the municipality, the calculation of a period of service shall commence on the date on which the member is re-employed, and no account shall be taken of any period prior to such re-employment.

3.3 No award shall be payable for any partially completed.

4. Payment of Long Service Award

4.1 Employees to be granted a once off additional leave allocation as follows:

10 years	=	10 working days
15 years	=	15 working days
20 years	=	20 working days
21 years	=	Special Council consideration
25 years	=	30 working days
30 years	=	30 working days

35 years	=	30 working days
40 years	=	30 working days
45 years	=	30 working days

- 4.2 Such leave may be converted to cash in full or partially on the date that the employee qualified for thereof or at any stage thereafter.
- 4.3 The amount calculated in terms of 4.2 shall be subject to income tax and such other deductions as the Municipality is required by law to make, all of which shall be deducted prior to payment to the employee.
- 4.4 The amount of any award shall be paid to the employee concerned in the month following the month in which the relevant period of the applicable years of service is completed.

5. Effect of Termination of Policy

If this policy is terminated, repealed or rescinded or in any other ceases to be in force, then no employee shall be entitled after that event to any award for long service under this policy.

6. Commencement of Policy

This policy shall come into force on approval on 26 February 2013.