

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

1 JULY 2017 – 30 June 2018

LEAVE RECOVERY PLAN

Leave Recovery Plan were compiled with issues that might exist and Internal Audit issues

Regulatory Documents

Leave Policy

BCEA

Collective Agreement on Conditions of Services

On the 14 May 2018 we requested SABATA to upload our leave balances . They ask our leave accrual balances which we provided to them., and also update our leave system . It is crucial that the leave are done on the SEBATA Financial System so that there are a direct linkage to payroll..

One of the important challenges of leave management in Kai! Garib is that some of the employee have more than 48 days , and now the system will automatically cut of the leave days. One temporary solutions will be to give every foreman, superintendent a leave book . This leave book with the supportive documents have to reach the HR employee every 2nd day , so that the employee working with leave can captured the leave immediately and the Foreman or Superintendent can sign the leave immediately off.

COMPULSORY LEAVE

| Issue | Action | Target Date |
|---|---|----------------|
| Compulsory leave of 16 days to be taken in 18 month cycle | Extract report check for completeness against attendance register and forms, send notice to individuals | 30 June 2018 – |
| Sec 57 - employees | Monitor compliance with regulations on Appointment& conditions of Senior Managers | Ongoing |

FAMILY RESPONSIBILITY LEAVE

| Issue | Action | Target date |
|--|--|-------------|
| Leave Forms not completed , unsigned , incomplete or no supporting documentation | Check for compliance for new appointees & existence of forms | 30June 2018 |

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|--|---|--------------|
| Compliance to BCEA- 4 months service before qualifying for family responsibility leave | Request SEBATA to block if new employees has less than 4 months | 30 June 2018 |
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SICK LEAVE

| Issue | Action | Target date |
|---|--|--|
| Medical certificates for sick and more should be attached | Extract sick leave from system , check forms and request outstanding proof | Physical check of forms are in process for completion 30 June 2018 |
| Sick leave without a note taken on two consecutive days or on more than 2 occasions during the 8 week period according to BCEA and leave policy | Extract sick leave without note and ensure compliance Request SEBATA to block capturing to comply with 8 week cycle | Ongoing process |