



EHLANZENI DISTRICT MUNICIPALITY

LONG SERVICE RECOGNITION BONUS AND AWARDS

Council resolution: A 292/2018	Date of Approval: 26 September 2018
	Last Review Date:
	Current Review Date:

TABLE OF CONTENTS

1.	OBJECT OF THE POLICY	3
2	SCOPE OF APPLICATION	3-4
3	REVIEW AND AMENDMENT OF POLICY	4
4	SHORT TITLE AND APPLICATION	4

EHLANZENI DISTRICT MUNICIPALITY POLICY ON LONG SERVICE RECOGNITION BONUS AND AWARDS

1. OBJECT OF THE POLICY

The aim of the policy is to regulate recognition of long service and payment thereof by determining appropriate rewards to qualifying employees.

2. SCOPE OF APPLICATION

The policy shall apply to all employees who are permanently employed by council

3. PROVISIONS OF THE POLICY

Government Notice number 16047 dated 28 October 1994, provides the following information regarding the Long Service Recognition Bonus read with Clause 13.2 of the Mpumalanga Division Collective Agreement dated 15 June 2018.

Clause 13.2 states that:

- 13.2.1 In addition to the annual leave an employee shall qualify for the following additional leave as recognition for service at the same employer, which shall be paid out respectively once only on the date on which the various periods of continuous service have been completed as follows:
- | | | |
|-------------------------|---|-----------------|
| After 5 years' service | : | 5 working days |
| After 10 years' service | : | 10 working days |
| After 15 years' service | : | 20 working days |
| After 20 years' service | : | 30 working days |
| After 25 years' service | : | 30 working days |
| After 30 years' service | : | 30 working days |
| After 35 years' service | : | 30 working days |
| After 40 years' service | : | 40 working days |
| After 45 years' service | : | 45 working days |
- 13.2.2 An employee may choose to either utilize the leave as annual leave or encash such leave within 12 months of the date of qualifying for the leave.
- 13.2.3 When an employee terminates her service, the long services recognition leave balance must be paid in addition to the accrued leave days as per the Main Collective Agreement and the Basic Conditions of Employment
- 13.2.4 Long service shall further be acknowledged by a symbolic occasion and certificates
- 13.2.5 Employees whose benefits in terms of the existing long service recognition schemes are more favourable than those provided in the Agreement shall retain those favourable benefits for the duration of their employment.
- 13.2.6 The initial date of permanent appointment of an employee shall be maintained for the purposes of determining the actual service period of the employee and the calculation of the long service bonus

Additional to the bonus leave days as stipulated in clause 13.2.4 above, it is suggested that employees be awarded the following long service recognition:

A framed certificate for 5,10, 15, 20, 25, 30, 35 and 40 years. The certificate will indicate the name of the employee and the length of service with the municipality. The framed certificate shall be awarded at a special Performance and Recognition Award ceremony hosted annually.

Employees will have a choice of one of the following:

1. a paid weekend (Friday and Saturday) (bed and breakfast) for the employee and their spouse at a hotel or lodge of their choice to the value of R3196.49 (CURRENT FIGURE FOR 17/18FY), or

2. a gift voucher to the value of R3196.49

The above value be increased annually based on **salary increment % for the applicable financial year.**

2. REVIEW AND AMENDMENT OF POLICY

This policy can be reviewed as and when there are changes in legislation as received from the South African Local Bargaining Council in full consultation with all staff members, but may only be amended by Council.

3. SHORT TITLE AND APPLICATION

This policy shall be called Policy on Long Service Recognition Bonus for Ehlanzeni District Municipality and shall come into operation once it is approved by Council.