



HUMAN RESOURCE POLICY LONG SERVICE POLICY

Policy No: NLMHREB009	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

All permanent employees in Ngwathe Local Municipality.

2. PREAMBLE

This policy seeks to recognise employees who have provided long service and who have added value to Ngwathe, which in turn will form part of the retention strategy of Ngwathe.

The Attraction and Retention Policy should be read in conjunction with this Policy.

3. POLICY

To reward all employees who have given loyal and long service in a fair and equitable manner.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	Approve the allocation of additional leave.
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. PROCEDURES

As a once off allocation, additional leave will be awarded as follows:

After 10 years service 10 working days leave

After 15 years service 20 working days leave

After 20 years service 30 working days leave

After 25 years service 30 working days leave

On every 5 year interval, following 25 years service, an additional 30 working days leave will be awarded.

This leave may not be encashed and will not form part of your accrued leave balance.

In the event of this leave being accumulated, and on reaching retirement age, the employee may request for early retirement based on the total number of additional leave days due as a result of long service.

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services