



1. VERLOF

Ons vestig u aandag opnuut op hierdie kontensieuse kwessie. Indien u toegang het tot die nuutste PAM-dokument (Februarie 2016) kan u gerus na Hoofstuk H blaai vir 'n volledige uiteensetting van die verskillende tipes verlof. Dit sal uiteraard nie vir ons moontlik wees om elke kategorie in die vorm van 'n nuusbrief te behandel nie. Vir kennisname, is dit noodsaaklik dat u sal weet dat die PAM slegs voorsiening maak vir die volgende kategorieë verlof.

1. Jaarlikse verlof: Hierdie verlof geld in wese slegs vir kantoorgebaseerde opvoeders. Onderwysers kwalifiseer glad nie meer vir jaarlikse verlof nie en is slegs geregtig op skoolvakansie in hierdie kategorie. Onderwysers wat in diens was VOOR Junie 2000, sal heel waarskynlik opgehoopte verlof hê. Hierdie verlof kan nie sondermeer as vakansieverlof geneem word nie en moet in oorleg met die NKOD gereël word
2. Siekverlof: 36 dae siekverlof in 'n 3-jaar siklus.
3. Tydlike ongeskiktheid (PILIR): Enige aantal dae soos deur die mediese praktisyn aanbeveel. Let daarop dat u eers daarvoor moet aansoek doen en dit nie sondermeer "vat" nie.
4. Verlof vir besering aan diens: Slegs indien die beseing of kwaal 'n direkte gevolg van die uitvoering van u werk is.
5. Spesiale verlof vir kwarantyn
6. Kraamverlof, pre-natale verlof en vaderskap verlof :

1. LEAVE

Allow us to draw your attention to the thorny issues of leave. If you have access to the PAM document (February 2016) we would like to refer you to Chapter H. Obviously it would not be possible to discuss all the detail of the different leave categories in a newsletter – however, please feel free to contact our office should you have any queries in this regard.

1. Annual leave: *In essence annual leave only applies to office based educators. School based teachers do not qualify for annual leave as the latter is considered to be on leave during school holidays. Please note that teachers who were in service before June 2000 in all probability also have so-called capped leave at their disposal, BUT capped leave may only be utilized after consultation and with the permission of the Department.*
2. Sick Leave: *Educators are entitled to 36 days sick leave over a three-year cycle.*
3. Temporary incapacity leave (PILIR): *An educator whose normal 36 days of sick leave have been exhausted during the prescribed sick leave cycle, may apply for temporary incapacity leave – regardless of the number of days needed.*
4. Leave for occupational injuries and diseases: *An educator who, as a result of his / her work suffers occupational injuries or contract occupational diseases, shall be granted leave for the duration of*

Vier maande kraamverlof vir die vrou, 8 dae pre-natale verlof en drie dae vaderskapverlof per jaar vir permanente opvoeders.

7. Aannemingsverlof:
45 dae per jaar indien die kind jonger as 2 is.
8. Verlof vir familieverantwoorderlikheid en verlof vir dringende privaatsake:
In totaal kan 'n onderwyser 14 dae verlof per jaar neem in hierdie kategorie.
9. Spesiale verlof vir professionele en persoonlike ontwikkeling en vir godsdiensbeoefening:
'n Maksimum van drie dae per kalenderjaar kan toegestaan word.
10. Spesiale verlof vir studiedoeleindes:
Slegs vir 'n studierigting wat deur die Werkgewer goedgekeur is op voorwaardes soos bepaal deur die Werkgewer.
11. Spesiale verlof vir eksamendoeleindes: Verlof vir elke dag waarop die onderwyser 'n kandidaat in 'n eksamen is, asook die voorafgaande werksdag om voor te berei.
12. Spesiale verlof vir buitengewone omstandighede
13. Onbetaalde verlof :
Maksimum van 184 aaneenlopende dae deur die HOD goedgekeur.

the period.

5. *Special leave for quarantine purposes*
6. *Maternity leave, pre-natal and paternity leave: Four months maternity leave, 8 days pre-natal leave and three days per year for paternity leave if appointed permanently.*
7. *Adoption and surrogacy leave: 45 days per year if the child is younger than 2 years.*
8. *Family responsibility leave and special leave for urgent private matters: For this category an educator has 14 days at his / her disposal.*
9. *Special leave for professional and personal development and for religious observances: A maximum of three days per year is available for this type of leave.*
10. *Special leave for study purposes: May be granted to an educator for an approved course of study for a period approved by the employer, on conditions approved by the employer.*
11. *Special leave for examination purposes: Special leave may be granted for examination purposes for each day on which an educator sits as a candidate for an examination approved for this purpose by the employer, plus one additional day of special leave for study purposes for each such day of examination may be taken on the working days immediately prior to the days of examination.*
12. *Special leave for extraordinary circumstances.*
13. *Unpaid leave: A maximum of 184 consecutive days after approval of the HOD.*

14. Onbetaalde verlof vir on-
onderbroke diens :
'n Maksimum van 120
aaneenlopende dae vir onderwysers
wat om een of ander rede 'n
onderbreking in diens het, op
voorwaarde dat diens weer hervat
word voor of by die verstryking van
die 120 dae tydperk.

**BOGENOEMDE Tipes Verlof is al verlof
waarvoor 'n onderwyser kan
kwalifiseer. Die PAM maak geen
voorsiening vir enige ander tipe verlof
nie.**

14. Unpaid leave for continuity of
service: A maximum of 120
consecutive days may be granted to
an educator who was previously
employed for the purpose of
retaining the continuity of the
educator's service – provided that
the educator takes up his / her
position within the 120 days
provided.

**PLEASE NOTE THAT THE ABOVE-MENTIONED
LEAVE CATEGORIES ARE THE ONLY TYPES OF
LEAVE THAT ANY EDUCATOR CAN APPLY FOR.
THERE ARE NO OTHER CATEGORIES
AVAILABLE.**

2. BETALING VAN PLAASVERVANGER:

Met verwysing na die bogenoemde
opsomming is dit van die allergrootste
belang dat ons lede daarop sal let dat daar
van geen onderwyser verwag kan word om
hoegenaamd vir enige plaasvervanger te
betaal nie. Geen wet kan 'n SBL wat dit
verlang, 'n skoolhoof wat dit toepas, of 'n
onderwyser wat dit dit doen, beskerm nie.


Dit geld vir alle verlof, privaatsake,
familieverlof, siekverlof sowel as onbetaalde
verlof. Die SAOU raai persone ten sterkste af
om plaasvervangers te reël en/of te betaal,
want die oomblik wat 'n persoon dit doen stel
hy/haar homself geweldig bloot aan regsaksies
wat geneem kan word as die plaasvervanger 'n
misdryf pleeg.

Dit kan gebeur dat die persoon sy of haar verlof
opgebruik het en dan kan die werkgewer
onbetaalde verlof toestaan. Dit beteken die
persoon word dan nie vergoed vir daardie dag
nie, die beginsel van “no work, no pay” geld in
die geval waar die persoon se verlof opgebruik
is. In die geval van onbetaalde verlof moet u
steeds nie 'n plaasvervanger reël en/of betaal
nie. U gaan nie salaris kry vir daardie dag nie,
want dis onbetaald, u verlof is uitgeput.

2. PAYMENT OF SUBSTITUTES

*With reference to the above leave
categories, is it imperative to note that no
SGB, nor principal can and may expect
from any employee to pay for substitutes
themselves. No employee, no SGB and no
principal will receive any protection from
any applicable Law or Act in this regard.*

This applies to all leave types, private affairs,
family leave, sick leave as well as unpaid leave.
The SAOU strongly advises against arranging
and / or paying replacements, because the
moment a person does this, he / she exposes
himself / herself to legal actions that can be
taken if the substitute commits an offense.
It may happen that the person has depleted
his or her leave. In such an instance the
employer may allow unpaid leave.
This means that the person is not reimbursed
for that day. The principle of “no work, no
pay” is applicable when a person's leave is
exhausted. In the case of unpaid leave, you
must still not arrange and/ or pay a substitute.
You will not receive a salary for that day,
because it's unpaid, your leave is exhausted.

<p>Dit is moontlik dat die werkgewer of SBL dan van die fondse kan aanwend om u plaasvervanger mee te vergoed.</p> <p>Siekverlof mag nie geweier word nie indien die nodige bewyse bestaan nie.</p> <p>Ander tipes verlof moet in oorleg met die werkgewer geneem word en in sekere omstandighede mag die werkgewer sulke verlof weier.</p>	<p>It is possible that the employer or SBL can then use the funds to compensate your replacement.</p> <p>Sick leave may not be refused if the necessary evidence exists.</p> <p>Other types of leave must be taken in consultation with the employer and in certain circumstances the employer may refuse such leave.</p>
<p>3. SAOU KANTOOR</p> <p>Graag wys ons u daarop dat mev. Human en mnr Strydom vanaf 23 Augustus – 25 Augustus 2017 nie vir navrae beskikbaar sal wees nie. Albei woon 'n werkswinkel vir skoolbestuur-spanne by wat in Port elizabeth aangebied word.</p> <p>Eksel is ook vanaf Maandag 28 - 31 Augustus 2017 uitstедig om die Hoofdesimposium in Port Elizabeth by te woon</p>	<p>3. SAOU OFFICE</p> <p><i>Please note that Mrs Human and Mr Strydom will be out of the office from 23 August 2017 – 25 August 2017 to attend the workshop for school management teams in Port Elizabeth.</i></p> <p><i>I will attend the Principal' Symposium in Port Elizabeth from 28 – 31 August 2017 and as a result will be out of office.</i></p>
<p>4. SEKRETARESSEDAG</p> <p>Graag herinner ons aan hierdie bemagtiging en bederfgeleentheid.</p> <p>Aangeheg hierby is die skakel om te registreer.</p>	<p>4. SECRETARY DAY</p> <p>We would like to remind you of this empowerment session and a day to be spoiled.</p> <p>Attached is the link to register.</p>
<p style="text-align: center;">Vriendelike groete / Kind regards HENK BRAND Provinsiale Sekretaris \ Provincial Secretary</p> <p style="text-align: center;"></p> <p style="text-align: center;">Lei, Leer & Inspireer / Lead, Learn & Inspire</p>	

SEKRETARESSEDAG

Moenie hierdie spesiale dag misloop nie!

SAOU wil graag hierdie 'n spesiale dag vir alle sekretaresse maak.

Voorlopige program:

- Hantering van konflik in die kantoor
- Hoe om 'n power point op te stel
- Wat verwag 'n HUB van sy/haar sekretaresse/sekretaris
- Telefoonetiket
- Diensvoorwaardes van SBL-werknemers



Die dag word afgesluit met 'n ligte middagete en 'n wynprosessie by Landzicht wynkelder

Waar: Douglas, GWK wynkelder

Wanneer: 06 September 2017

Klik hier om te registreer:

<http://saou.invitemanager.co.za/RSVP.aspx?evid=449>



SAOU

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