

## **Application Family Responsibility Leave**

The Basic Conditions of Employment Act applies to all **employers** and **workers**, but not -

- members of the -
  - National Defence Force,
  - National Intelligence Agency, or
  - South African Secret Service; or
- unpaid volunteers working for charity.

The section of the Act that regulate **working hours** does not apply to:

- workers in senior management
- sales staff who travel and regulate their own working hours
- workers who work less than 24 hours in a month
- workers who earn in excess of an amount stated in terms of section 6 (3) of the Act
  - workers engaged in emergency work are excluded from certain provisions.
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Applies to all employers and workers and regulates leave, working hours, employment contracts, deductions, pay slips, and termination

## ***Workers Excluded from Family Responsibility Leave***

The provisions for family responsibility leave do not apply to workers who work less than -

- 4 months for their employer
- 4 days a week for one employer
- 24 hours a month, or to
- leave over and above that provided for by the Act.

## ***Number of Leave Days***

Full time workers may take 3 days of paid family responsibility leave during each annual leave cycle (12 month periods from date of employment). Family responsibility leave expires at the end of the annual cycle.

## ***Reasons for Leave***

You may take family responsibility leave:

- when your child is born
- when your child is sick
- in the event of the death of your
  - spouse or life partner
  - parent or adoptive parent
  - grandparent
  - child or adopted child
  - grandchild
  - sibling.

## ***Proof***

Employers may require reasonable proof of the birth, illness or death for which a worker requests leave.