



# UMZIMVUBU

— LOCAL MUNICIPALITY —

## **STANDARD OPERATING PROCEDURE (SOP) FOR LEAVE/ABSENT FROM WORK DURING PANDEMIC OF INFECTIOUS DISEASES/ CORONAVIRUS (COVID-19)**

### **1. PURPOSE**

To provide guidance on the type (category) of leave allocated and approved for employees, and procedures to be followed during pandemic of infectious diseases/coronavirus (COVID-19).

### **2. REFERENCES**

- Constitution of RSA, Act 108 of 1996
- Labour Relations Act, Act 66 of 1995
- National Regulations on Pandemic of Infectious Diseases
- Basic Conditions of Employment Act, Act 75 of 1997
- SALGBC Main Collective Agreement
- SALGBC Divisional Collective Agreement on Conditions of Services
- SALGBC Disciplinary Procedure Collective Agreement
- Umzimvubu Leave Policy.
- Umzimvubu Labour Relations Policy

### **3. DEFINITIONS**

#### **3.1. Special Leave**

Special Leave in terms of SALGBC Divisional Collective Agreement on Conditions of Services and Umzimvubu Leave Policy.

#### **3.2. Special Leave Due To Infectious Diseases**

Special Leave due to Infectious Diseases in terms of Umzimvubu Policy.

### **3.4. Work From Home or Remote Working**

Work from home or remote working is working arrangement in which a worker fulfils responsibilities of his/her job while remaining at home or remote working, during pandemic of infectious diseases or adhering to declared regulations of the country.

### **3.5. COMORBIDITY**

Comorbidity is the presence of one or more diseases or medical conditions in a patient.

### **3.6. Disciplinary Procedure**

Disciplinary Procedure in terms of SALGBC Disciplinary Procedure Collective Agreement and Umzimvubu Labour Relations Policy.

### **3.7. DECONTAMINATION OR FUMIGATING**

Decontamination is the removal of dangerous substances, radioactivity, or germs from an area, object, or person.

Fumigating is to disinfect an area with the fumes of certain chemicals.

## **4. LEAVE ALLOCATIONS AND PROCEDURES TO BE FOLLOWED DURING PANDEMIC INFECTIOUS DISEASES/CORONAVIRUS (COVID-19).**

An employee shall be granted the Special Leave during pandemic of infectious diseases when instructed by the registered Medical Practitioner and produce the proof of instruction in a form of medical certificate, or when the employer has instructed the employee to be on quarantine or isolation as per declared regulations of the country, or having comorbidity declared by registered Medical Practitioner in a form of medical report.

Should an employee be required to vacate a building/workplace due to decontamination or fumigating processes to occur, such employee shall be granted Special Leave for the duration of such process.

An employee shall inform the immediate supervisor or manager when tested for infectious disease and disclose the status of the results, failure to do so will result in disciplinary procedure.

An employee who work from home or remote working without authorisation from the immediate supervisor or manager, or without departmental working arrangements, disciplinary proceedings will be instituted against him/her.

5. **REVIEW OF SOP**

This SOP shall be reviewed and adjusted or withdrawn upon a decision of the HOD: Corporate Services in consultation with the Municipal Manager and recognised UNION.

**APPROVAL OF THE POLICY**

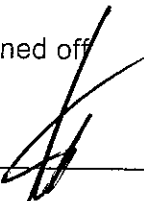
The Municipal Council has approved this policy and amendments thereof.

**AUTHENTICATION**

The amendments of the policy and or the new policy was adopted by the Council on the 29-01-2021.....

As per Council Resolution number ULMC:359/2020/2021.....


Signed off



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Mr. G.P.T. Nota

Municipal Manager



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Cllr. N.F Ngonyolo

Speaker of the Council

