|  |
| --- |
| **INSERT YOUR LOGO HERE** |

**FAMILY RESPONSIBILITY LEAVE**

1. Family Responsibility leave will be granted to an employee who has been in employment with an employer for longer than four months; and who works on at least four days a week for that employer.

2. Family responsibility leave will be granted in the following instances:-

2.1 when the *employee’s child* is born;

2.2 when the *employee’s child* is sick; or

2.3 on the death of an immediate family member, subject to the following conditions.

3. Immediate family is defined as the *employee's* spouse or life partner; or   
the *employee's* parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

4. A maximum of three working days **paid** leave during each annual leave cycle will be granted as Family Responsibility leave.

5. Before paying an *employee* for leave in terms of this policy, the Company may require reasonable proof of an event contemplated in subsection (1) for which the leave was required.

5.1 The company will require the following proof in respect of applications for family responsibility leave:-

|  |  |  |
| --- | --- | --- |
| **Situation** | **Proof Required** | **When Required** |
| Death of Immediate Family Member | Death Certificate  Proof that Deceased is Immediate Family Member | Within seven days of returning from funeral |
| Birth of child | Birth Certificate  Proof of Paternity | On returning from FR Leave |
| Illness of child | Proof of Parenthood  Medical Certificate specifying name of child | On returning from FR Leave |

6. Requests for Family Responsibility leave must be in writing on the Company’s Leave Application form, which should be authorised by the Head of Department. Once authorised, the original Leave Application must be filed on the employee’s personal file and the duplicate returned to the employee.

7. Family Responsibility Leave Forms may be obtained from the Personnel Office.

8. An *employee's* unused entitlement to leave in terms of this policy lapses at the end of the annual leave cycle in which it accrues.