



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

## SAMAJ EMPLOYEES BENEFITS POLICY

### RATIONALE

Although employees of the Samaj have for many years enjoyed some benefits such as vacation leave, a comprehensive policy that covers all the benefits employees may be entitled to has not been devised. The purpose of this policy is to provide clarity on such issues as the different types of leave benefits employees will be entitled to as well as introducing new voluntary benefits such as medical aid (insurance) and retirement annuity (pension).

### ANNUAL (VACATION) LEAVE

Employees are entitled to three weeks (15 working days) leave per annum, accruing at 1.25 days per month. Annual leave will be taken as per mutual agreement but must include the two-week period when the office is closed over the December vacation period. Accordingly, should an employee be absent, other than Sick Leave dealt with below, the employee will not be remunerated for the days that he/she is absent and the employee's salary for a normal month will be reduced accordingly. Annual leave is not accruable beyond 12 months, and any leave not taken in a specific year will be forfeited on 31 December of the following year.

### SICK LEAVE

All employees are entitled to 30 days sick leave over a three-year period as prescribed by the Basic Conditions of Employment Act. All additional sick leave will be granted at the sole discretion of the employer. Such leave will normally be unpaid leave, unless there are exceptional circumstances that warrant paid leave.

### INFECTIOUS DISEASES

Employees who suffer from an infectious condition, such as HIV-Aids, COVID-19 and TB, are required to undergo treatment at a medical facility. The medical facility will provide the necessary counselling and advice on how to ensure effective management of the condition and to prevent it from spreading to others. Any employee that fails to adhere to these protocols may be found guilty of gross misconduct and discharged.

The Samaj Employees Benefit Policy was adopted in November 2020 and amended in August 2021.

### **COMPASSIONATE LEAVE**

An employee will be entitled to paid compassionate leave at the sole discretion of the Samaj. In any case, an employee can only receive 2 days paid compassionate leave per annum. Any additional leave requested will be unpaid. Compassionate leave is only granted in case of serious illness or death of an immediate family member.

### **MEDICAL INSURANCE**

All employees who desire medical aid (medical insurance) are required to obtain same by purchasing a medical insurance of their choice. The Samaj will contribute a maximum of R1 500 per month towards the cost of such medical insurance. An employee will need to annually produce documentary evidence that such a policy has been purchased to qualify for this subsidy.

### **RETIREMENT ANNUITY**

In terms of regulation, employees may contribute up to 7.5% of their gross salary towards a pension or provident fund scheme. The Samaj does not have a pension or provident fund but is however willing to contribute towards a retirement annuity taken out by the employee. The subsidy to be paid out is 2.5% of the pensionable allowance i.e. 2.5% of the employee's gross salary. This subsidy is only payable to employees who are able to provide proof that they are contributing towards a retirement annuity underwritten by a company registered to provide such a service.

### **UNEMPLOYMENT INSURANCE FUND (UIF)**

The Samaj undertakes to make all provisions for UIF as prescribed by the relevant prevailing government regulations.

### **IMPLEMENTATION DATE**

This policy is effective from 1 January 2021.

### **SPHSS EXECUTIVE**