

UNIVERSITY *of the*
WESTERN CAPE

UNIVERSITY OF WESTERN CAPE (UWC)

LEAVE POLICY: FACULTY OF DENTISTRY ACADEMIC STAFF

LAST APPROVAL: C2011/04

Approved by Senate, 24 November 2011 (C2011/04)

University of the Western Cape

Dentistry Faculty Board

REPORT TO SENATE EXECUTIVE COMMITTEE OF A MEETING OF THE ABOVE-NAMED COMMITTEE HELD ON TUESDAY, 16 NOVEMBER 2010 AT 14:00 IN THE MAIN LECTURE ROOM, D FLOOR, TYGERBERG ORAL HEALTH CENTRE.

1. MATTER SUBMITTED FOR APPROVAL

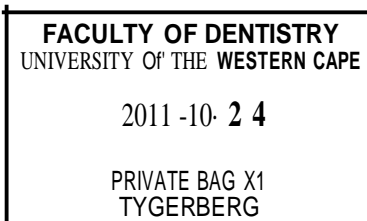
1.1. Heading: Dentistry Faculty Leave Policy: Academic Staff

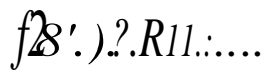
Background: The Faculty of Dentistry is involved in the management and administration of hospitals for the Provincial Government of the Western Cape (PGWC) and the leave policies need to take cognisance of this responsibility. Due to the PGWC relationships and clinical obligations, it was necessary to consider the PGWC leave and overtime policies and practices in the determination of a leave policy for the UWC Dentistry Faculty. The Faculty of Dentistry's leave policy thus needs to differ in certain aspects from the leave policy for academic staff in other UWC faculties.

Discussion: The Faculty Board discussed the current leave policy and recommended that it be aligned with the PGWC leave policy to facilitate the administration of leave for both sectors.

- The proposed policy entails the following:
- Less than 10 years service: 22 days (vacation leave)
- 10 Years and more service: 26 days (vacation leave)
- Accumulative leave will be approved for sabbatical and research purposes only.

Recommendation: That the above proposal be submitted to SEC for approval.




 DATE



UNIVERSITY OF THE
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Office of the Dean/Manager
Faculty of Dentistry & WHO Oral Health Collaborating Centre



UNIVERSITY OF THE WESTERN CAPE
Private Bag XI, Tygerberg 7505
CAPE TOWN, SOUTH AFRICA

The Chairperson

Senate Executive Committee

UWC

Dear Sir

RE: DENTISTRY FACULTY LEAVE POLICY: ACADEMIC STAFF

The proposed leave policy for academic staff in the Faculty of Dentistry has been aligned with the Provincial Government of the Western Cape (PGWC) leave policy and has been submitted to SEC for approval.

The Dentistry Leave Policy has been recommended by Faculty Board in consultation with Executive Management.

Yours sincerely


PROF. YOSMAN

DEAN: FACULTY OF DENTISTRY

FACULTY OF DENTISTRY
UNIVERSITY OF THE WESTERN CAPE

2011-10-17

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TYGERBERG


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	HR POLICY DOCUMENT Dentistry Faculty Leave Policy	Reference Number	
		Implementation Date	
		Revision / Amendment Number	
	Revision / Amendment Date		

DENTISTRY FACULTY LEAVE POLICY: ACADEMIC STAFF

UWC Faculty of Dentistry and WHO Oral Health Collaborating Centre

1. INTRODUCTION

- 1.1 The Faculty of Dentistry at UWC is involved in the management and administration of hospitals for the Provincial Administration of the Western Cape (PGWC) and the leave policies need to take cognisance of this responsibility.
- 1.2 The UWC remuneration policy for dentistry staff is aligned to the PGWC remuneration policy and approximately half of total staff remuneration costs are recovered by the university from PGWC.
- 1.3 Due to the PGWC relationships and clinical obligations, it is necessary to consider the PGWC leave and overtime policies and practices in the determination of a leave policy for the UWC Dentistry faculty.
- 1.4 As a result of the points outlined above, the Faculty of Dentistry leave policy needs to differ in certain respects from the leave policy for academic staff in other UWC faculties.
- 1.5 Due to the above, the faculty board made a recommendation that the current leave policy is aligned to the PGWC leave policy to help simplify the administration of leave for both sectors.
- 1.6 Hereunder, is a comparison of the leave provisions for UWC and PGWC.

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2. LEAVE POLICY OUTLINE

Description	UWC Provisions	PGWC Provision/Proposed by Faculty
ACCUMULATIVE LEAVE (STUDY/ RESEARCH)	20 days	Requests for study/sabbatical/ research purposes done on a needs basis. Subject to approval (non accumulative) Normal Senate Research committee processes will apply
VACATION LEAVE	20	26 days for staff > 10 years service 22 days for staff < 10 years service
SICK LEAVE	90 days on full pay 90 days on half pay	36 days for three year cycle (Additional leave may be granted for extended period - evaluated by external service provider). UWC process - application be made to Senior E.xecutive Committee.
SPECIAL LEAVE	As per request	Same category as accumulative above (needs basis)
MATERNITY LEAVE	5 months at full pay	4 months at full pay.
PATERNITY LEAVE	14 calendar days	3 days
FAMILY RESPONSIBILITY LEAVE	3 days per annum as per Basic Conditions of Employment Act.	5 days (inclusive of compassionate leave)