

THE PROVINCE OF NORTHERN CAPE
DIE PROVINSIE NOORD-KAAP

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OFFICIAL NOTICE 2 OF 1996

The Premier has approved the subjoined amendment framed by the Municipal Council of Kuruman.

KURUMAN MUNICIPALITY**AMENDMENT TO THE STANDARD STAFF LEAVE BY-LAW**

The Standard Staff Leave By-law, published under Provincial Notice No. 62 dated 28 January 1966, as amended, and adopted by the Kuruman Municipality, is hereby amended in so far as it applies to the Kuruman Municipality, by the substitution for section 13 of the following section:

"13. CONVERSION INTO CASH OF CERTAIN VACATION LEAVE

An employee may once yearly convert into cash any vacation leave standing to his credit, subject to the following conditions:

- (a) A minimum of 10 (ten) vacation leave days shall be converted per occasion.
- (b) At least 10 (ten) continued workingdays vacation leave shall be taken yearly.
- (c) After vacation leave has been converted into cash, an employee shall have at least 10 (ten) days to credit".

Town Clerk, Kuruman Municipality.

OFFISIËLE KENNISGEWING 2 VAN 1996

Die Premier het sy goedkeuring geheg aan die volgende wysiging opgestel deur die munisipale raad van Kuruman.

MUNISIPALITEIT KURUMAN**WYSIGING VAN DIE STANDAARDVERORDENING INSAKE PERSONEELVERLOF**

Die Standaardverordening insake Personeelverlof, gepubliseer by Provinsiale Kennisgewing No. 26 van 28 Januarie 1966, soos gewysig, en aangeneem deur die Munisipaliteit Kuruman, word hiermee gewysig vir sover dit op die Munisipaliteit Kuruman van toepassing is deur artikel 13 deur die volgende artikel te vervang:

"13. OMSETTING IN KONTANT VAN SEKERE VAKANSIEVERLOF

'n Werknemer kan eenkeer jaarliks enige vakansieverlof wat hy te goed het in kontant omsit, onderworpe aan die volgende voorwaardes:

- (a) 'n Minimum van 10 (tien) vakansieverlof dae moet per geleentheid omgesit word.
- (b) Minstens 10 (tien) aaneenlopende werksdae vakansieverlof moet jaarliks geneem word.
- (c) Nadat vakansieverlof in kontant omgesit is, moet die werknemer nog ten minste 10 (tien) dae verlof tot sy krediet hê."

Stadsklerk, Munisipaliteit Kuruman.

OFFICIAL NOTICE 3 OF 1996**LESS FORMAL TOWNSHIP ESTABLISHMENT ACT, 1991 (ACT 113 OF 1991)**

DESIGNATION OF AN AREA FOR LESS FORMAL SETTLEMENT: INCLUSION OF PORTION OF ERF 5336, KIMBERLEY, ADJACENT TO ERF 11644 GALESHEWE INTO THE DESIGNATED AREA (AS DESIGNATED BY P.N. 66/1988): 7.1009 HA, BEING ERF 18810, GALESHEWE, SITUATED IN THE MUNICIPALITY OF THE CITY OF KIMBERLEY, ADMINISTRATIVE DISTRICT OF KIMBERLEY, PROVINCE NORTHERN CAPE (S.G. No. 8233/95)

Notice is hereby given that the Minister of Housing and Local Government, Province Northern Cape, in terms of section 3(1) of Act 113 of 1991, designates the inclusion of the portion (as set out above) into the Designated Area (as designated previously by P.N. 66/1988) for the development of a less formal settlement thereon.

O. P. DIKGETSI

Minister: Housing and Local Government

OFFISIËLE KENNISGEWING 3 VAN 1996

WET OP MINDER FORMELE DORPSTIGTING, 1991 (WET 113 VAN 1991)

AANWYSING VAN GROND VIR MINDER FORMELE VESTIGING: INSLUITING VAN 'N GEDEELTE VAN ERF 5336, KIMBERLEY, AANGRENSEND AAN ERF 11644, GALESHEWE BY DIE AANGEWESSE GEBIED (SOOS AANGEWYS DEUR P.K. 66/1988): 7.1009 HA, BEKEND AS ERF 18810, GALESHEWE, GELEË IN DIE MUNISIPALITEIT VAN DIE STAD VAN KIMBERLEY, ADMINISTRATIEWE DISTRIK VAN KIMBERLEY, PROVINSIE NOORD-KAAP (L.G. No. 8233/95)

Kennis geskied hiermee dat die Minister van Behuising en Plaaslike Regering, Provinsie Noord-Kaap, kragtens artikel 3(1) van Wet 113 van 1991, die gedeelte (soos bo uiteengesit) aanwys om ingesluit te word in die Aangewese Gebied (soos aangewys met P.K. No. 66/1988) vir die ontwikkeling van 'n minder formele vestiging daarop.

O. P. DIKGETSI

Minister: Behuising en Plaaslike Regering

GENERAL NOTICES · ALGEMENE KENNISGEWINGS

GENERAL NOTICE 2 OF 1996

In terms of Section 5(2)(a) of Mier Rural Area Act (House of Representatives), Act No. 90 of 1990 I, Ouneas Pakes Dikgetsi in my capacity as MEC responsible for Housing and Local Government, acting in terms of the powers assigned to me by the Minister of Land Affairs hereby close sections of public streets in Loubos town as set out in the annexure hereto.

Annexure: Portion of Voor Street measuring 88 square metres, now known as Erf 217 Loubos according to SG Diagram No. 8124/94.

Signed at Kimberley on this Twenty-sixth day of January, One thousand Nine hundred and Ninety-six.

O. P. DIKGETSI

Minister: Housing and Local Government

ALGEMENE KENNISGEWING 2 VAN 1996

Kragtens artikel 5(2) (a) van die Wet op Landelike Gebied Mier (Raad van Verteenwoordigers) Wet No. 90 van 1990 sluit ek, Ouneas Pakes Dikgetsi in my hoedanigheid as LUF belas met Behuising en Plaaslike Regering, handelende kragtens die bevoegdheid aan my opgedra deur die Minister van Grondsake, hierby gedeeltes van openbare strate te Loubos dorp soos uiteengesit in die bylaag hiervan.

Bylaag: Gedeelte van Voorstraat groot, 88 vierkante meter, nou bekend as Erf 217 Loubos volgens LG Kaart No. 8124/94.

Geteken te Kimberley, op hierdie Ses-en-twintigste dag van Januarie Eenduisend Negehonderd en Ses-en-negentig.

O. P. DIKGETSI

Minister: Behuising en Plaaslike Regering

NOTICE 3 OF 1996

APPLICATION FOR REZONING AND FOR CONSENT USE

BENEDE-ORANJE DISTRICT COUNCIL

PROVINCE OF THE NORTHERN CAPE

Notice is hereby given that an application for Rezoning in terms of Section 17 of the Land Use Planning Ordinance, Ordinance 15 of 1985 (Cape), particulars of which appear hereunder, will be lodged at the Office of the Benede-Oranje District Council, Upington, on Friday, the 23rd day of February 1996.

Notice is also given that an application for Consent Use for purposes of a bottle store shall be lodged simultaneously with the aforementioned application for Rezoning with regard to the same property intended for Rezoning, likewise at the Office of the Benede-Oranje District Council, Upington.

Any person who is of intention to lodge an objection against either the application for Rezoning and/or the application for Consent Use, may lodge such objection in writing at the Office of the Benede-Oranje District Council, corner of Hill and Le Roux Streets, Upington, on or before the 19th day of March 1996 and must deliver to the Applicant's Legal Representatives a copy of such objection.

Particulars of the application(s) will lie for inspection as from the 23rd day of February 1996 at the Office of the Benede-Oranje District Council, Upington, as well as at the office of the Applicant's Legal Representatives.

Should you not lodge any objection in the prescribed manner on or before the 19th day of March 1996, it shall be regarded that you don't have any objection against any one of the applications.

Particulars of the application(s) are as follows:

1. THE APPLICANT

1.1 *Full names:* Jacobus Johannes Bosman (ID: 500518 5059 00 7), and Johanna Sophia Bosman (ID: 520620 0065 00 9), married in community of property to each other.

1.2 *Residential address:* Perseel 399, Boegoeberg Nedersetting.

2. THE LAND UNIT

2.1 *Registered description:* Perseel 399, Boegoeberg Nedersetting, Division of Kenhardt, Northern Cape Province.

2.2 *In total extent:* 1,2848 hectares.

2.3 *Present zoning of business portion:* Business Zone II.

2.4 *Present consent use:* General dealer.

3. INTENDED REZONING

3.1 *Zoning applied for:* Business Zone I.

3.2 *Extent of proposed rezoned portion:* Approximately 2 500 m².

3.3 *Locality of site:* Existing business portion alongside the western boundary of Perseel 399, Boegoeberg Nedersetting alongside the main tarr route between Upington and Groblershoop, Saalskop Area.

4. CONSENT USE REQUIRED

Bottle store.

5. LEGAL REPRESENTATIVES

5.1 *Attorneys firm:* Emil Scheepers Incorporated.

5.2 *Office address:* First Floor, Berea Park, Theatre Building, 600 Van der Walt Street, Pretoria, 0002.

5.3 *Postal address:* P.O. Box 1247, Pretoria, 0001.

5.4 *Business telephone number:* (012) 322-1240.

Thus done and signed at Pretoria on this the 26th day of January 1996.

Emil Scheepers Incorporated, Attorneys for Applicant. (Ref: E Scheepers/cs/D50045).

KENNISGEWING 3 VAN 1996

AANSOEK OM HERSONERING EN VERGUNNINGSGEBUIK

BENEDE-ORANJE DISTRIKSRAAD

PROVINSIE VAN DIE NOORD-KAAP

Kennis word hierby gegee dat 'n aansoek om Hersonerings kragtens Artikel 17 van die Ordonnansie op Grondgebruikbeplanning, Ordonnansie 15 van 1985 (Kaap), waarvan besonderhede hieronder verskyn, by die Kantoor van die Benede-Oranje Distriksraad, Upington, ingedien word op Vrydag, 23 Februarie 1996.

Kennis word ook gegee dat 'n aansoek om verlening van Vergunningsgebruik vir doeleindes van 'n drankwinkelbesigheid gelyktydig met voormelde aansoek om Hersonerings, ten opsigte van dieselfde eiendom beoog vir Hersonerings, ook by die Kantoor van die Benede-Oranje Distriksraad, Upington, ingedien word.

Enige persoon en/of instansie wie voornemens is om beswaar aan te teken teen óf die aansoek om Hersonerings en/of die aansoek om Vergunningsgebruik moet sodanige beswaar skriftelik indien by die Kantoor van die Benede-Oranje Distriksraad, hoek van Hill- en Le Rouxstrate, Upington voor of op die 19de dag van Maart 1996 en 'n afskrif daarvan beteken op die Aansoeker se Regsverteenvoordigers.

Besonderhede van die aansoek(e) lê ter insae vanaf 23 Februarie 1996 by die kantoor van die Benede-Oranje Distriksraad, hoek van Hill- en Le Rouxstrate, Upington, sowel as by die kantore van die Aansoeker se Regsverteenvoordigers.

Sou u geen beswaar binne bogemelde tydperk op die voorgeskrewe wyse indien voor 19 Maart 1996 nie, sal dit geag word dat u geen beswaar teen óf die aansoek om Hersonerings en/of die aansoek om die Vergunningsgebruik het nie.

Besonderhede van die aansoek(e) is as volg:

1. DIE AANSOEKER

1.1 *Volle name:* Jacobus Johannes Bosman (ID: 500518 5059 00 7), en Johanna Sophia Bosman (ID: 520620 0065 00 9), getroud binne gemeenskap van goedere met mekaar.

1.2 *Woonadres:* Perseel 399, Boegoeberg Nedersetting.

2. DIE GRONDEENHEID

2.1 *Geregistreerde beskrywing:* Perseel 399, Boegoeberg Nedersetting, in die afdeling van Kenhardt, provinsie Noord-Kaap.

2.2 *Totale oppervlakte:* 1,2848 hektaar.

2.3 *Huidige sonering van Besigheidsgedeelte:* Sakesone II.

2.4 *Huidige vergunningsverbruik:* Algemene Handelaar.

3. BEOOGDE HERSONERING

3.1 *Sonering verlang:* Sakesone I.

3.2 *Oppervlakte van hersoneringsgedeelte:* Ongeveer 2 500 m².

3.3 *Ligging van terrein:* Bestaande besigheidsgedeelte teen die westelike grens van Perseel 399, Boegoeberg Nedersetting teenaan die teerpadroete tussen Upington en Groblershoop, Saalskop-area.

4. VERGUNNINGSGEBRUIK VERLANG

Drankwinkel.

5. REGSVERTEENWOORDIGERS

5.1 *Prokureursfirma:* Emil Scheepers Ingelyf.

5.2 *Kantooradres:* Eerste Vloer, Berea Park, Teatergebou, Van der Waltstraat 600, Pretoria, 0002.

5.3 *Posadres:* Posbus 1247, Pretoria, 0001.

5.4 *Saketelefoonnommer:* (012) 322-1240.

Aldus gedoen en geteken te Pretoria op hierdie 26ste dag van Januarie 1996.

Emil Scheepers Ingelyf, Prokureurs vir Aansoeker. (Verw: E Scheepers/cs/D50045)

MUNICIPAL NOTICES • MUNISIPALE KENNISGEWINGS

MUNICIPAL NOTICE 16

CITY OF KIMBERLEY

PROPOSED REMOVAL OF RESTRICTIONS, REZONING AND SUBDIVISION OF ERF 23336, KIMBERLEY

Notice is hereby given that the Minister of Housing and Local Government has received an application in terms of section 3 (6) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and the City Council of Kimberley an application for the rezoning and subdivision of Erf 23336, Kekewich Drive, Monument Heights to enable the owner to erect 5 town houses on the erf.

Full particulars regarding this application can be obtained during office hours from the Town Planning Section of the City Engineers Department, Second Floor, Old Building, Civic Centre, Kimberley.

Objections, if any, against this application must be lodged together with reasons therefor to reach the undersigned on or before Monday, 4 March 1996.

15/3/9 (NG Kerk Suid)

M. C. BESTER, Acting Town Clerk.

Civic Offices, Kimberley.

5 February 1996.

MUNISIPALE KENNISGEWING 16

DIE STAD KIMBERLEY

VOORGESTELDE OPHEFFING VAN BEPERKINGS, HERSONERING EN ONDERVERDELING VAN ERF 23336, KIMBERLEY

Kennis geskied hiermee dat die Minister van Behuising en Plaaslike Regering 'n aansoek kragtens artikel 3 (6) van die Wet op Opheffing van Beperkings, 1967 (Wet 84 van 1967) ontvang het en die Stadsraad van Kimberley 'n aansoek vir die hersonering en onderverdeling van Erf 23336, Kekewichrylaan, Monument Hoogte, Kimberley ten einde die eienaar in staat te stel om 5 dorpshuise op die erf op te rig.

Volledige besonderhede aangaande hierdie aansoek is gedurende kantoorure verkrygbaar by die Stadsbeplanningsafdeling, Departement van die Stadsingenieur, Tweede Vloer, Ou Kompleks, Stadskantore, Kimberley.

Besware, indien enige, met volledige redes daarvoor moet skriftelik by die ondergetekende ingedien word voor of op 4 Maart 1996.

15/3/9 (NG Kerke Suid)

M. C. BESTER, Waarnemende Stadsklerk.

Stadskantore, Kimberley.

5 Februarie 1996.

MUNICIPAL NOTICE 17

CITY OF KIMBERLEY

PROPOSED REZONING OF ERF 3207, THE REMAINDER OF ERF 3214 AND THE REMAINDER OF ERF 3220, ELECTRA PARK, KIMBERLEY TO SUBDIVISIONAL AREA AND THE SUBDIVISION THEREOF FOR RESIDENTIAL PURPOSES

Notice is hereby given that the City Council of Kimberley has received an application for the rezoning of erf 3207, the remainder of erf 3214 and the remainder of erf 3220, Electra Park, Kimberley to subdivisional area and the subdivision thereof for residential purposes.

Full particulars regarding this application can be obtained during office hours from the Town Planning Section of the City Engineer's Department, Second Floor (Old Building), Civic Centre, Kimberley.

Objections, if any, against this application must be lodged in writing together with reasons therefore to reach the undersigned on or before 26 February 1996.

(15/3/9-BEA)

M. C. BESTER, Acting Town Clerk.

Civic Centre, Kimberley.

5 February 1996.

MUNISIPALE KENNISGEWING 17

DIE STAD KIMBERLEY

VOORGESTELDE HERSONERING VAN ERF 3207, DIE RESTANT VAN ERF 3214 EN DIE RESTANT VAN ERF 3220, ELECTRA PARK, KIMBERLEY TOT ONDERVERDELINGSGBIED EN DIE ONDERVERDELING DAARVAN VIR RESIDENSIËLE DOELEINDES

Kennis geskied hiermee dat die Stadsraad van Kimberley 'n aansoek ontvang het vir die hersonering van erf 3207, die restant van erf 3214 en die restant van erf 3220, Electra Park, Kimberley tot onderverdelingsgebied en die onderverdeling daarvan vir residensiële doeleindes.

Volledige besonderhede aangaande hierdie aansoek is gedurende kantoorure verkrygbaar by die Stadsbeplanningsafdeling, Departement van die Stadsingenieur, Tweede Vloer (Ou Kompleks), Stadskantore, Kimberley.

Besware, indien enige, met volledige redes daarvoor moet skriftelik by die ondergetekende ingedien word om hom te bereik voor of op 26 Februarie 1996.

(15/3/9-BEA)

M. C. BESTER, Waarnemende Stadsklerk.

Stadskantore, Kimberley.

5 Februarie 1996.

MUNICIPAL NOTICE 18

CITY OF KIMBERLEY

PROPOSED CONSOLIDATION, REZONING AND SUBDIVISION OF ERVEN 23793-23798 AND THE REMAINDER OF ERF 23792, MINERVA GARDENS, KIMBERLEY

Notice is hereby given that the City Council of Kimberley has received an application for the consolidation, rezoning and subdivision of erven 23793-23798 and the remainder of erf 23792, Minerva Gardens, Kimberley from single residential to general residential for the erection of town houses.

Full particulars regarding this application can be obtained during office hours from the Town Planning Section of the City Engineer's Department, Second Floor (Old Building), Civic Centre, Kimberley.

Objections, if any, against this application must be lodged in writing together with reasons therefore to reach the undersigned on or before 26 February 1996.

(15/3/9-BEA)

M. C. BESTER, Acting Town Clerk.

Civic Centre, Kimberley.

5 February 1996.

MUNISIPALE KENNISGEWING 18

DIE STAD KIMBERLEY

VOORGESTELDE KONSOLIDASIE, HERSONERING EN ONDERVERDELING VAN ERWE 23793-23798 EN DIE RESTANT VAN ERF 23792, MINERVA GARDENS, KIMBERLEY

Kennis geskied hiermee dat die Stadsraad van Kimberley 'n aansoek ontvang het vir die konsolidasie, hersonering en onderverdeling van erwe 23793-23698 en die restant van erf 23792, Minerva Gardens, Kimberley vanaf enkel residensiële na algemeen residensiële vir die oprigting van dorpshuise.

Volledige besonderhede aangaande hierdie aansoek is gedurende kantoorure verkrygbaar by die Stadsbeplanningsafdeling, Departement van die Stadsingenieur, Tweede Vloer (Ou Kompleks), Stadskantore Kimberley.

Besware, indien enige, met volledige redes daarvoor moet skriftelik by die ondergetekende ingedien word om hom te bereik voor of op 26 Februarie 1996.

(15/3/9-36)

M. C. BESTER, Waarnemende Stadsklerk.

Stadskantore, Kimberley.

5 Februarie 1996.

MUNICIPAL NOTICE 19

CITY OF KIMBERLEY

PROPOSED REZONING AND SUBDIVISION OF ERF 5554, SOUTHRIDGE, KIMBERLEY

Notice is hereby given that the City Council of Kimberley has received an application for the rezoning and subdivision of Erf 5554, Southridge, Kimberley from church to general residential purposes to enable the owner to erect town houses.

Full particulars regarding this application can be obtained during office hours from the Town Planning Section of the City Engineers Department, Second Floor, Old Building, Civic Offices, Kimberley.

Objections, if any, against this application must be lodged in writing together with reasons therefore to reach the undersigned on or before Monday, 26 February 1996.

(15/3/9-22)

M. C. BESTER, Acting Town Clerk.

Civic Offices, Kimberley.

5 February 1996.

MUNISIPALE KENNISGEWING 19

DIE STAD KIMBERLEY

VOORGESTELDE HERSONERING EN ONDERVERDELING VAN ERF 5554, SOUTHRIDGE, KIMBERLEY

Kennis geskied hiermee dat die Stadsraad van Kimberley 'n aansoek ontvang het vir die hersonering en onderverdeling van Erf 5554, Southridge, Kimberley vanaf kerk na algemeen residensiële doeleindes ten einde die eienaar in staat te stel om dorpshuise op te rig.

Volledige besonderhede aangaande hierdie aansoek is gedurende kantoorure verkrygbaar by die Stadsbeplanningsafdeling, Departement van die Stadsingenieur, Tweede Vloer, Ou Kompleks, Stadskantore, Kimberley.

Besware, indien enige, met volledige redes daarvoor moet skriftelik by die ondergetekende ingedien word voor of op Maandag, 26 Februarie 1996.

(15/3/9-22)

M. C. BESTER, Waarnemende Stadsklerk.

Stadskantore, Kimberley.

5 Februarie 1996.

MUNICIPAL NOTICE 20

HOPETOWN MUNICIPALITY

AMENDMENT TO THE STANDARD STAFF LEAVE BY-LAWS

The Standard Staff Leave By-laws, published under Provincial Notice 62 dated 28 January 1966, as amended, and adopted by the Hopetown Municipal Council, under Provincial Notice 8 dated 5 January 1968 is hereby amended, is so far as it applies to the Municipality of Hopetown, by the substitution for section 13 of the following section:

"13. CONVERSION INTO CASH OF CERTAIN VACATION LEAVE

An employee may convert into cash vacation leave standing to his credit once during any municipal financial year should sufficient funds be available in the Leave Gratuity Fund, subject to the following conditions:

- (a) A minimum of 10 (ten) days shall be converted per occasion;
- (b) after vacation leave has been converted into cash, an employee shall have at least 12 (twelve) days to his credit; and
- (c) a minimum of 12 (twelve) days vacation leave shall be taken annually."

P. J. W. JANSE VAN VUUREN, Town Clerk.

Hopetown Municipality.

MUNISIPALE KENNISGEWING 20

MUNISIPALITEIT HOPETOWN

WYSIGING VAN DIE STANDAARDVERORDENINGE INSAKE PERSONEELVERLOF

Die Standaardverlofverordeninge insake Personeelverlof, gepubliseer by Provinsiale Kennisgewing 62 van 28 Januarie 1966, soos gewysig, en aangeneem deur die Munisipale Raad van Hopetown by Provinsiale Kennisgewing 8 van 5 Januarie 1968, word hierby gewysig vir sover dit op die Munisipaliteit Hopetown van toepassing is deur artikel 13 deur die volgende artikel te vervang:

"13. OMSETTING IN KONTANT VAN SEKERE VAKANSIEVERLOF

'n Werknemer kan een keer per munisipale finansiële jaar, onderworpe aan die beskikbaarheid van fondse in die Verlofgratifikasiefonds, enige vakansieverlof wat hy te goed het in kontant omsit, onderworpe daaraan dat—

- (a) 'n minimum van 10 (tien) dae per geleentheid omgesit word;
- (b) nadat vakansieverlof in kontant omgesit is, die werknemer ten minste 12 (twaalf) dae te goed moet hê; en
- (c) 'n werknemer 'n minimum van 12 (twaalf) dae vakansieverlof per munisipale finansiële jaar moet neem."

P. J. W. JANSE VAN VUUREN, Stadsklerk.

Munisipaliteit Hopetown.

MUNICIPAL NOTICE 21

MUNICIPALITY OF PRIESKA

STAFF LEAVE BY-LAW

Definitions

1. (1) In this by-law—

- (a) **"council"** means the Council of a local authority under the jurisdiction of the Industrial Council for Local Government of the Province of the Cape of Good Hope;
- (b) **"councillor"** means a member of the council;
- (c) **"date of adoption"** means the date on which the Council promulgate this by-law in the *Provincial Gazette*;
- (d) **"emolument"** means the annual, monthly or daily payment, including an emolument for piece-work, made to an employee as a reward for his services, but does not include—
 - (i) any special remuneration received for the performance of special duties or while acting in a post, whether permanently or temporarily vacant;
 - (ii) any travelling or subsistence allowance;
 - (iii) any fees, honoraria or bonuses of whatever nature;
 - (iv) any overtime payment; or

- (v) any other allowance of whatever nature;
- (e) **"employee"** means any employee in the Council's service falling in one of the following categories:
- (i) Part-time employee—an employee, excluding a student, who fills a post on the permanent or temporary establishment and whose working week does not exceed 25 hours;
 - (ii) contract worker—an employee employed by agreement with the Council either to perform and complete a job or for a specific period;
 - (iii) permanent employee—an employee, excluding a contract worker, a temporary employee and a casual worker who, whether full-time or part-time, fills a post on the permanent establishment of the Council in a full-time or part-time capacity, including an apprentice or a person serving a trial period in that particular position;
 - (iv) temporary employee—an employee employed on a full-time or part-time basis for a period not exceeding 12 months to carry out and complete a specific job, excluding contract workers and casual workers;
 - (v) casual worker—an employee employed on a full-time basis for a fix period or a period which has not been fixed, whose remuneration and other benefits are paid back in full or in part to the Council by another level of government;
- (f) **"medical board"** means at least two persons who are registered with the South African Medical and Dental Council and who have been appointed by the Council;
- (g) **"public holiday"** means—
- (i) when used in respect of an employee employed in or in connection with a shop or an office, or in so far as a provision in which it is used has relevance to such an employee, a day which in terms of section 1 of the Public Holidays Act, 1952 (Act No. 5 of 1952), is a public holiday or was so declared in terms of section 2 of such Act; or
 - (ii) in as far as a provision in which it is used has relevance to an employee not so employed, New Year's Day, Good Friday, Constitution Day, Day of Reconciliation or Christmas Day;
- (h) **"relatives"** means husband, wife, biological father and/or mother, own biological, taken on and/or related by marriage children of the employee;
- (i) **"sick leave"** means 82 working days on full pay and then 82 working days on half pay over a period of three years;
- (j) **"vacation leave"** means the number of working days vacation leave determined by each Council and due annually to each employee as follows:

	<i>Normal</i>	<i>Number of working days per year</i>
A.....	Management corps	28
B.....	2-8.....	25
C.....	9-20.....	15

Management corps as defined by the industrial council for Local Government of the Province of The Cape of Good Hope as Chief Executive/Town Clerk as well as head of departments.

(j) **"working day"** means any calendar day of the week excluding Saturdays, Sundays and public holidays, on which a particular employee must normally report for duty; and

(k) **"year of adoption"** means the year in which the date of adoption falls.

(2) With regard to sections 3 and 4, leave without pay for a continuous period of more than 10 working days granted in terms of section 7 shall not be taken into account.

Leave register

2. (1) All leave due to and leave taken by an employee, and the authorisation to take such leave shall be recorded in one or more leave registers to be kept for that purpose. Every such register shall be under the control of the chief executive officer of the Council or some or other employee of the Council designated to it, and shall be open to inspection at all reasonable times during office hours by an employee in respect of his own leave.

(2) Subject to the provisions of the Basic Conditions of Employment Act, 1983 (Act No. 3 of 1983), in so far as they may be applicable, all leave shall be reckoned from the first working day up to and including the last working day prior to the day on which an employee resumes his work: Provided that public holidays to which an employee is entitled in terms of his service conditions shall not be reckoned as vacation leave.

Vacation leave

3. (1) Vacation leave on full pay accrue to an employee on the completion of every calendar month of service: Provided that—

(a) if an employee assumes duty not later than the 15th day of a month, he shall be deemed for leave purpose to have assumed duty on the first day of that month, and if an employee assumes duty after the 15th day of a month, he shall be deemed for leave purposes to have assumed duty on the first day of the following month; and

(b) if an employee's services terminates not later than the 15th day of a month, his services shall be deemed for leave purposes to have terminated on the last day of the preceding month, and if an employee's services terminate after the 15th day of a month, his services shall be deemed for leave purposes to have terminated on the last day of that month.

(2) With regard to annual leave, a continuous period of at least 10 (ten) working days shall be taken during the year immediately following each completed year of service: Provided that the Council and the employee concerned may agree otherwise, subject to the provisions of the Basic Conditions of Employment Act, 1983 (Act No. 3 of 1983).

(3) Where for any purpose it becomes necessary to calculate the amount of leave accrued to an employee for any period of less than 12 months, any fraction of a day in the total so obtained shall be ignored.

(4) Subject to subsection (2), vacation accrued to an employee in terms of subsection (1) may accumulate and be taken in the discretion of the Council.

(5) Vacation leave granted to an employee shall not—

(a) be for a continuous period exceeding 126 working days;

(b) exceed 126 working days in the aggregate during any period of two years; or

(c) exceed 63 working days during the 12 months immediately preceding the date of his reaching the pension age:

Provided that the aforesaid limits in regard to the number of working days may be exceeded by—

(i) a period of vacation leave in respect of which the Council is satisfied that it was required for urgent private affairs; and

(ii) a period of vacation leave taken because the employee had no or insufficient sick leave standing to his credit when suffering from an illness or injury for which sick leave could have been granted.

(6) If an employee is absent from duty without authorised leave, he may in respect of such absence be granted vacation leave: Provided that the granting of such leave shall not preclude the council from taking disciplinary action against such employee if the circumstances warrant such action.

(7) If an employee has been granted leave in excess of the leave standing to his credit, such overgrant may, in so far as this is necessary, be deducted from vacation leave that will subsequently accrue to him: Provided that if such employee's services terminates before sufficient leave has accrued to him, so much of such overgrant which cannot be so deducted shall be recovered from him.

(8) The vacation leave standing to the credit of an employee on the date of adoption shall be recorded to his credit in the leave register: Provided that if an employee has on such date completed a portion of a period at the end of which his leave is to accrue to him, leave on a basis proportionate to such portion shall be recorded to his credit.

(9) Notwithstanding anything to the contrary in any other law, or the conditions of service pertaining to an employee, every employee shall, if a Council closes its offices for any period of time between the twenty-fifth day of December in any year up to an including its first day of January in the immediately succeeding year, be required to take leave for the whole of such period, excluding any day in such period which is a public holiday.

Sick leave

4. (1) Sick leave shall be regulated in consecutive cycles of three years and shall accrue to an employee on the first day of every cycle in according with the definitions of this by-law: Provided that an employee who is appointed to the service of the Council during any such cycle shall, on appointment, be credited with sick leave as referred to in the definitions of this by-law on a basis proportionate to the period from the date of his appointment to the end of such cycle.

(2) The first sick leave cycle shall commence on the first day of January of the year immediately following the year of adoption.

(3) Any provision of this by-law or in the contract of service which regulates the granting of sick leave to an employee shall continue to apply up to the last day of the year of adoption: Provided that an employee in respect of whom no such provision exists, and—

(a) who is in the service of the Council on the date of adoption, shall on such date be credited with sick leave as referred to in the definitions of this by-law on a basis proportionate to the period from the date of adoption on the end of the year of adoption as if such period were a portion of a cycle; or

(b) who is appointed after the date of adoption, shall on appointment be credited with sick leave as referred to in the definitions of this by-law on a basis proportionate to the period from the date of his appointment to the end of the year of adoption as if such period were a portion of a cycle.

(4) (a) Every application for sick leave shall be accompanied medical certificate, signed by a registered medical practitioner, which states the nature of the illness, indisposition or injury from which the applicant is suffering and certifying that the applicant's physical condition renders it necessary for him to be granted sick leave for the period specified in the certificate: Provided that the Council may grant sick leave; not exceeding two days, without the production of a medical certificate.

(b) In the event of the Council suspecting an employee of misusing sick leave, it may insist on a medical certificate signed by a registered medical practitioner for each day of such sick leave.

(c) If an employee is absent from work as a result of illness, such employee shall inform the Council of his whereabouts.

(5) Sick leave may in the discretion of the Council be refused in respect of any illness, indisposition or injury due to proven misconduct, negligence, an irregular or immoral lifestyle or failure to take reasonable precautions.

(6) If any employee who is on vacation leave becomes ill or indisposed or sustained an injury, that portion of leave during which such illness, indisposition or injury continues may, subject to the provisions of this by-law, be converted to sick leave.

(7) The Council may require an employee who applies for sick leave or who is on sick leave to submit himself for examination at the Council's cost by a medical board of the Council's choice in the event of 126 working days sick leave having already been granted to him and he applies for further sick leave with full pay. If as a result of such examination the Council is satisfied that the granting or continuance of sick leave is not justified or if the employee fails to submit himself for examination, the Council may refuse to grant sick leave to him or cancel his sick leave, as the case may be: Provided that an employee shall have the right to nominate at his own cost a medical practitioner to be present during an examination by a medical board.

(8) If all vacation leave and all sick leave on full pay standing to the credit of an employee have been exhausted and such employee requires further sick leave, the Council may in meritorious cases, and where an application is accompanied by a medical certificate in which it is certified by the medical board referred to in subsection (7) that in its opinion there is a reasonable chance that such employee may so recover from his illness as to be able to resume his normal duties within 41 days, convert the 82 working days sick leave on half pay, as referred to in the definitions of this by-law, to 41 working days sick leave on full pay in so far as this may be necessary.

(9) In addition to the above-mentioned provisions for the granting of sick leave, a further 20 days sick leave may be granted to an employee in any cycle, provided that such employee has been in the service of his present employer for the full duration of the previous cycle and has not taken more than 20 working days sick leave: Provided that such additional 20 working days shall be added to the 82 working days sick leave on full pay referred to in section 1 (h) and that they shall not be carried over to another cycle.

(10) If the vacation and sick leave of an employee has been exhausted and he requires further sick leave, the Council may grant him special sick leave for such period and on such conditions as the Council may determine.

(11) Where sick leave taken in one cycle as referred to in section 1 (h) continues uninterrupted in the following cycle and the total uninterrupted period of such leave exceeds 82 working days, the right to any sick leave after the termination of a continuous period of 82 working days sick leave shall, in spite of the fact that a new cycle has started, be dealt with as if the terminated cycle has started one year later and will terminate one year later.

(12) If a cycle has been altered in respect of a certain employee as provided in subsection (11), such employee's rights to sick leave in the following two year cycle shall be reduced pro rata to make such employee's cycle correspond to the local authority's cycles.

(13) Subject to the sole discretion of the Council, any employee who is a bona fide alcohol or drug dependent person for whom formal treatment is necessary may qualify for sick leave, subject to the following conditions:

(a) He shall be admitted to an approved hospital or treatment centre for treatment for a continuous period of at least ten (10) working days;

(b) he shall receive after-care treatment for a continuous period of at least ten (10) working days in an approved hospital or treatment centre;

(c) he shall, if at all possible, become a member of an organisation or society such as Alcoholics Anonymous and shall attend their lectures/meetings regularly;

(d) a repetition of such sick leave shall depend on the employee's response to and improvement during his first treatment; and

(e) a "Leave Application" form together with the necessary written proof shall be lodged and be approved in advance in all cases.

Accident leave

5. (1) An employee who contracts an illness or sustains an injury in the course of or owing to the nature of his official duties shall be granted accident leave for such period(s) as may be supported by a medical certificate(s).

(2) Accident leave shall be limited to the number of months as determined from time to time by the Worker's Compensation Commissioner.

(3) Accident leave shall not be deducted from any sick leave standing to the credit of an employee.

(4) The provisions of section 4 (7) shall *mutatis mutandis* apply in respect of accident leave.

(5) Accident leave shall be without pay: Provided that the Council may pay an employee for such period or periods during his absence on accident leave as the Council may deem fit an amount not exceeding—

(a) the difference between the normal emolument he receives from the Council and any payments in respect of loss of emoluments which he receives from time to time under Workman's Compensation Act, 1941 (Act No. 30 of 1941), or under a Council's benefit policy; or

(b) the normal emoluments he receives from the Council, if he is not entitled to any payments under the aforesaid Act or under a policy as aforesaid.

Special leave

6. (1) Special leave on full pay shall be granted to an employee for such periods as he is necessarily absent from duty—

(a) in order to write an examination approved by the Council and for preparation for such examination: Provided that four (4) working days for each examination paper to a maximum of twelve (12) working days per annum for the preparation and for the writing of examination;

(b) in order to attend Court to give evidence after having been subpoenaed as a witness;

(c) in order to attend court when summonsed as an accused and found guilty;

(d) as a result of being placed under quarantine or in isolation in terms of the Health Act, 1977 (Act No. 63 of 1977), or any regulations promulgated thereunder although he is not suffering from an illness indisposition or injury in respect of which sick leave or accident leave may be granted, provided a certificate of a medical practitioner indicating the period and the reason for such quarantine or isolation is produced;

(e) if he is selected by a recognised amateur sports association to—

(i) represent a Provincial or National team at an Inter Provincial, National or International Sporting event as a competitor, coach or manager inside or outside the Borders of the Republic of South Africa;

(ii) accompany teams representing South Africa at International events outside the country as coach or manager;

(iii) accompany an overseas national team visiting South Africa as a representative of the association concerned.

(2) (a) Special leave shall be granted to an employee in accordance with the provisions of paragraph (b); and

(c) for the period of his absence from duty if such employee—

(i) has to perform continuous or non-continuous military service in terms of the Defence Act, 1957 (Act No. 44 of 1957); or

(ii) has to undergo full-time training or render full-time service as a member of the Reserve Police Force established by the Police Act, 1958 (Act No. 7 of 1958).

(b) The provisions of paragraph (a) shall apply only in respect of compulsory service and service to which an employee has bound himself.

(c) In respect of any such special leave granted to an employee under this subsection, such employee shall be paid an amount equal to the difference between the emoluments payable to him by the Council from time to time and the pay of a conscript of policeman of the lowest rank.

(d) An employee to whom special leave has been granted in terms of paragraph (a) shall, upon completion of his period of service, immediately produce written proof of a clearance date.

(e) An employee to whom special leave has been granted on the conditions of remuneration provided for in subsection (1) (f) and paragraph (c) of this subsection shall, before such leave is taken, undertake in writing to serve the Council for a continuous period equal to—

- (i) in the case of subsection (1) (f), the period in respect of which such leave exceeds one month; and
- (ii) in the case of paragraph (c) of this subsection, the period for which such leave has been granted.

(3) Special leave in the event of the death of a relative shall be as follows:

- (a) A maximum of one day for travelling time prior to and after the burial ceremony; and
- (b) a maximum of one day for the burial ceremony.

(4) Confinement leave:

(1) Special leave for confinement purposes may be granted to a female employee, subject to the following qualification requirements and instructions:

(a) A qualifying period of service of 12 calendar months continuous service at Council concerned must have been completed before the provision may be utilised. The employee must be employed in a permanent capacity on the establishment of the Council.

(b) A maximum of 60 working days special leave can be granted per confinement—

(i) in the case of female employees who are entitled to the full unemployment insurance benefit of 45% of her current basic salary, the Council shall pay 33% of her current earnings;

(ii) in the case of female employees who are above the limit that is set by the unemployment insurance fund, the Council shall pay 100% of her current earnings.

(c) A female employee shall retain her normal benefits and normal incremental date for a period of absence due to maternity leave.

(d) The special leave referred to in this provision shall be granted for a maximum of two confinements in a female employee's total career in local government.

(e) In respect of one statutory adoption of a baby that is 0–3 months old, a maximum of 40 working days paid vacation leave from the physical receipt of the baby may be granted in accordance with subsections (b) (i) or (b) (ii).

(f) Together with the application for special leave for confinement purposes, a female employee must submit a written statement in which she must indicate on how many occasions (if any) in the past she, as employee in local government, had utilised the granting of special leave for confinement purposes.

(g) The special leave for confinement purposes must be taken in accordance with the Basic Conditions of Employment Act, i.e. four weeks before and eight weeks after the confinement.

(h) Sick leave may be granted in respect of absence as a result of a miscarriage, still-born baby or termination of pregnancy on medical advice or for any other medically acceptable disease before the period of special leave commences, provided that the sick leave rules are complied with. Should the miscarriage, still-born baby or termination of pregnancy take place after the period of special leave had commenced, the special leave shall be immediately terminated and such special leave shall not be taken into account for the purpose of the restriction in section (d) for the period before the miscarriage, still-born baby or termination of pregnancy. For absences from service from the date of the miscarriage, still-born baby or termination of pregnancy on medical advice, sick leave must be granted, provided that the requirements for determination are complied with.

(2) Should a female employee not qualify for the benefit in terms of the conditions in subsection (1), she may exercise a choice in respect of the utilisation of available vacation leave with full payment or vacation leave without payment.

Leave without pay

7. Leave without pay may at any time be granted to an employee at the discretion of the Council.

Application for leave

8. Every application for leave shall be made by the employee on a form prescribed by the Council.

Termination of services

9. (1) On the termination of an employee's service with the Council his emoluments shall be paid to him and he shall also be paid—

(a) in the case of an employee who is compelled to leave the Council's employ under circumstances not due to any culpable act on his part, for all vacation leave standing to his credit up to the date when he leaves the service of the Council; or

(b) in the case of an employee leaving the service of the Council on his own initiative or under circumstances which are due to a culpable act, in respect of so much of the vacation leave standing to his credit on the date of such termination to a maximum of 126 working days.

(2) If an employee dies while in the service of the Council, payment for all vacation leave standing to his credit on the date of his death shall be made to his estate.

(3) The amount payable in terms of the foregoing provisions of this section shall be calculated according to the rate to which the employee was entitled on the day immediately preceding the day of the termination of his services or his death, as the case may be.

Application of by-law

10. (1) This by-law shall apply to full-time employees who have not reached the pension age as defined in the Local Government Superannuation Ordinance, 1943, and who are paid monthly at a rate determined on a monthly or on an annual basis: Provided that the Council may apply this by-law to any other class or category of employee.

(2) Employees to whom this by-law does not apply may, subject to the provisions of any other law, be granted such leave of absence and benefits in respect thereof as the Council may decide: Provided that the treatment of such employees as regard periods of leave, the requirements for the granting of leave, the circumstances in which leave may be granted or cancelled and payments in respect of leave on termination of services or death shall not be more generous than those provided for in this by-law.

Authority to perform council's functions under by-law

11. (1) The Council may, subject to such conditions as it may impose, authorise an employee holding a specific post to perform any of the functions of the Council in terms of this by-law: Provided that an employee whose application for leave has been refused under an authorisation issued in terms of this by-law shall have the right to appeal to the Council against such refusal.

(2) Notwithstanding any authorisation issued to him in terms of subsection (1), the chief executive officer or any other employee designated by the Council as head of a department shall not under such authorisation approve the granting of any leave to himself: Provided that if any such chief executive officer or head of a department urgently requires vacation leave before it can be approved by the Council, he may, with the concurrence of the chairman or vice-chairman, as the case may be, approve the granting to himself of such leave not exceeding his leave accrual for a period of 12 months.

Conversion into cash of certain vacation leave

12. An employee may not more than once a year, and provided that it is affordable, convert vacation leave standing to his credit into cash on condition that compulsory vacation leave are taken according to section 3 (2): Provided that at least 10 working days vacation leave shall remain standing to the credit of such employee.

Emergencies

13. If an emergency occurs and the services of an employee who has taken vacation leave are required in connection therewith, the Council may require him to return to duty and shall compensate him for any reasonable expenses incurred or financial loss suffered as a result of his having been required to return to duty.

MUNISIPALE KENNISGEWING 21

MUNISIPALITEIT PRIESKA

VERORDENING INSAKE VERLOF

Woordbepaling

1. (1) In hierdie verordening beteken—

(a) "**besoldiging**" die jaarlikse, maandelikse of daaglikse betaling met inbegrip van besoldiging vir stukwerk, wat aan 'n werknemer as beloning vir sy diens gedoen word, maar omvat dit nie die volgende nie:

(i) Enige spesiale vergoeding wat ontvang word vir die vervulling van spesiale pligte of terwyl daar waargeneem word in 'n amp, ongeag of dit permanent of tydelik vakant is;

(ii) enige reis- of verblyftoelae;

(iii) enige gelde, honorariums of bonusse van watter aard ook al;

(iv) enige oortydbetaling; of

(v) enige ander toelae van watter aard ook al;

- (b) "**datum van aanname**" die datum waarop die Raad hierdie verordening in die *Provinsiale Koerant* afkondig;
- (c) "**jaar van aanname**" die jaar waarin die datum van aanname val;
- (d) "**mediese raad**" minstens twee persone wat by die Suid-Afrikaanse Geneeskundige en Tandheelkundige Raad geregistreer is en deur die Raad aangewys is;
- (e) "**naasbestaandes**" die eggenoot, eggenote, biologiese vader en/of moeder, eie biologiese, aangenome of aangetroude kinders van die werknemer van die raad;
- (f) "**openbare feesdag**"—
- (i) wanneer dit gebruik word met betrekking tot 'n werknemer wat in of in verband met 'n winkel of kantoor in diens is, of vir sover 'n bepaling waarin dit gebruik word, toegepas word met betrekking tot so 'n werknemer, 'n dag wat ingevolge artikel 1 van die Wet op Openbare Feesdae, 1952 (Wet No. 5 van 1952), 'n openbare feesdag is of kragtens artikel 2 van daardie Wet as sodanig verklaar is; of
- (ii) wanneer dit gebruik word met betrekking tot 'n werknemer wat nie aldus in diens is nie, of vir sover 'n bepaling waarin dit gebruik word, toegepas word met betrekking tot 'n werknemer wat nie aldus in diens is nie, Nuwejaarsdag, Goeie Vrydag, Konstitusiedag, Versoeningsdag en/of Kersdag;
- (g) "**raad**" die Raad van 'n plaaslike owerheid onder die jurisdiksie van die Nywerheidsraad vir Plaaslike Bestuursonderneming van die provinsie die Kaap die Goeie Hoop;
- (h) "**raadslid**" 'n lid van die Raad;
- (i) "**slektEVERLOF**" 82 werksdae met volle besoldiging en daarna 82 werksdae met halwe besoldiging in 'n tydkring van drie jaar;
- (j) "**vakansieverlof**" die aantal werksdae vakansieverlof wat elke Raad vasstel en wat 'n werknemer jaarliks as volg toekom:

Normale vlak		Getal werksdae per jaar
A.....	Bestuurskader.....	28
B.....	2-8.....	25
C.....	9-20.....	15

Bestuurskader word gedefinieer as die poste wat deur die posevalueringstaakgroep van die Nywerheidsraad as Uitvoerende Hoof/Stadsklerk en Departementshoofde geëvalueer is.

- (k) "**werknemer**" enige werknemer in diens van die Raad wat in een van die volgende kategorieë val:
- (i) Deeltydse werknemer—'n werknemer uitgesonderd 'n student, wat 'n pos op die vaste of tydelike diensstaat beklee en wie se werkweek nie 25 ure oorskry nie;
- (ii) kontrakwerknemer—'n werknemer wat by ooreenkoms deur die Raad aangestel is of om 'n taak te verrig en te voltooi of vir 'n vasgestelde tydperk;
- (iii) permanente werknemer—'n werknemer, uitgesonderd 'n kontrakwerknemer, 'n tydelike werknemer en 'n los werker, wat, hetsy voltyds, hetsy deeltids, in 'n permanente hoedanigheid 'n pos op die vaste diensstaat van die Raad beklee, uitsluitende 'n vakleëring en 'n persoon wat vir 'n proeftydperk in so 'n pos aangestel is;
- (iv) tydelike werknemer—'n werknemer wat voltyds of deeltids werk en aangestel is vir uiters 12 maande om 'n spesifieke werk te verrig en te voltooi, uitgesonderd kontrakwerkers en los werkers; en
- (v) los werker—'n werknemer wat voltyds of deeltids vir 'n bepaalde of onbepaalde tydperk werk en wie se loon en ander voordele in totaal of gedeeltelik deur 'n ander regeringsvlak aan die Raad terugbetaal word; en
- (l) "**werksdag**" enige kalenderdag van die week, uitgesonderd Saterdag, Sondag en openbare feesdae, waarop 'n bepaalde werknemer normaalweg vir diens moet aanmeld.

(2) In die toepassing van artikel 3 en 4 word verlof sonder besoldiging vir 'n ononderbroke tydperk van meer as 10 werksdae wat ingevolge artikel 7 toegestaan word, nie in aanmerking geneem nie.

Verlofregister

2. (1) Alle verlof wat 'n werknemer toekom, verlof geneem, en die magtiging om sodanige verlof te neem, word aangeteken in een of meer verlofregisters wat vir die doel bygehou word. Elke sodanige register is onder die toesig van die Hoof Uitvoerende Beampte van die Raad of die een of ander werknemer van die Raad wat hy aanwys en is op alle redelike tye gedurende kantoorure ter insae van 'n werknemer ten opsigte van sy eie verlof.

(2) Behoudens die bepalings van die Wet op Basiese Diensvoorwaardes, 1983 (Wet No. 3 van 1983), vir sover dit van toepassing is, word alle verlof bereken van die eerste werksdag tot en met die laaste werksdag voor die dag waarop 'n werknemer weer begin werk: Met dien verstande dat openbare feesdae waarop 'n werknemer ingevolge sy diensvoorwaardes geregtig is, nie as vakansieverlof gereken word nie.

Vakansieverlof

3. (1) Vakansieverlof met volle besoldiging kom 'n werknemer toe by die voltooiing van elke kalendermaand van sy diens. Met dien verstande dat—

(a) indien 'n werknemer uiterlik op die 15de dag van 'n maand diens aanvaar, hy vir verlofdoeleindes geag word diens op die eerste dag van die maand te aanvaar het en indien 'n werknemer na die 15de dag van 'n maand diens aanvaar, hy vir verlofdoeleindes geag word diens op die eerste dag van die daaropvolgende maand te aanvaar het; en

(b) indien 'n werknemer se dienste uiterlik op die 15de dag van 'n maand eindig, sy dienste vir verlofdoeleindes geag word op die laaste dag van die voorafgaande maand te geëindig het, en indien 'n werknemer se dienste na die 15de dag van 'n maand eindig, sy dienste vir verlofdoeleindes geag word op die laaste dag van die maand te geëindig het.

(2) Met betrekking tot jaarlikse verlof moet minstens 10 (tien) werksdae in een aaneenlopende tydperk gedurende die jaar wat onmiddellik op elke voltooid diensjaar volg geneem word: Met dien verstande dat die Raad en die betrokke werknemer anders kan ooreenkom, onderworpe aan die bepaling van die Wet op Basiese Diensvoorwaardes, 1983 (Wet No. 3 van 1983).

(3) Waar dit vir enige doeleindes nodig is om die hoeveelheid verlof te bereken wat 'n werknemer vir enige tydperk van minder as 12 maande toekom, word enige breuk van 'n dag in die totaal aldus verkry, weggelaat.

(4) Behoudens subartikel (2) kan vakansieverlof wat 'n werknemer ooreenkomstig subartikel (1) toekom, ophoop en na goeddunke van die Raad geneem word.

(5) Vakansieverlof wat aan 'n werknemer toegestaan word, mag nie—

(a) vir 'n ononderbroke tydperk van meer as 126 werksdae wees nie;

(b) altemaal 126 werksdae gedurende enige tydperk van twee jaar oorskry nie; of

(c) 63 werksdae gedurende die 12 maande wat die datum van sy uitdienstreding weens bereiking van die ouderdomsgrens onmiddellik voorafgaan, oorskry nie:

Met dien verstande dat voornoemde perke met betrekking tot die getal werksdae oorskry kan word met—

(i) 'n tydperk van vakansieverlof ten opsigte waarvan die Raad oortuig is dat vir dringende private sake nodig wees; en

(ii) 'n tydperk van vakansieverlof wat geneem is omdat die werknemer geen of onvoldoende siekverlof te goed gehad het toe hy aan 'n siekte of besering gely het waarvoor siekteverlof toegestaan kon gewees het.

(6) As 'n werknemer sonder gemagtigde verlof van diens afwesig is, kan vakansieverlof ten opsigte van sodanige afwesigheid aan hom toegestaan word: Met dien verstande dat die toestaan van sodanige verlof die raad nie verhinder om tugstappe teen sodanige werknemer te neem nie indien die omstandighede sodanige stappe regverdig.

(7) As meer verlof aan 'n werknemer toegestaan is as die verlof wat hy te goed het, kan sodanige verlof wat te veel toegestaan is, vir sover dit nodig is, afgetrek word van vakansieverlof wat hom later toekom: Met dien verstande dat as sodanige werknemer se dienste eindig voordat voldoende verlof hom toekom, soveel van sodanige verlof te veel toegestaan wat nie aldus afgetrek kan word nie, as verlof sonder besoldiging beskou word en die bedrag te veel betaal van hom ingevorder word.

(8) Die vakansieverlof wat 'n werknemer op die datum van aanname te goed het, word op sy naam in die verlofregister opgeteken: Met dien verstande dat as 'n werknemer op sodanige datum 'n gedeelte van 'n tydperk voltooi het aan die einde waarvan sy verlof hom toekom, verlof op 'n basis eweredig aan sodanige gedeelte aldus tot sy krediet opgeteken word.

(9) Ondanks enige andersluidende bepalings in enige ander wet of in die diensvoorwaardes wat op enige werknemer betrekking het, word daar, indien 'n Raad sy kantore vir enige tydperk tussen die vyf-en-twintigste dag van Desember van enige jaar tot die met opvolgende jaar sluit, van elke werknemer vereis om vakansieverlof vir die hele sodanige tydperk te neem uitgesonderd enige dag in sodanige tydperk wat 'n openbare feesdag is.

Siekverlof

4. (1) Siekverlof word gereël in agtereenvolgende tydkringe van drie jaar en kom 'n werknemer toe op die eerste dag van elke sodanige tydkring in ooreenstemming met die woordskrywings van hierdie verordening: Met dien verstande dat 'n werknemer wat gedurende enige sodanige tydkring in diens van die Raad aangestel word by aanstelling gekrediteer word met siekteverlof soos gemeld in die woordskrywings van hierdie verordening en wel op 'n basis eweredig aan die tydperk vanaf die datum van sy aanstelling tot die einde van sodanige tydkring.

(2) Die eerste siekteverloftydkring neem in aanvang op die eerste dag van Januarie van die jaar wat onmiddellik op die jaar van aanname volg.

(3) Enige bepaling van hierdie verordening of in die dienskontrak wat die toestaan van siekteverlof aan 'n werknemer reël, bly van toepassing tot die laaste dag van die jaar van aanname: Met dien verstande dat 'n werknemer ten opsigte van wie geen sodanige bepaling bestaan nie, en—

(a) wat op die datum van aanname in die diens van die Raad is, op sodanige datum gekrediteer word met siekteverlof soos gemeld in die woordskrywings van hierdie verordeninge op 'n basis regverdig aan die tydperk vanaf die datum van aanname tot die einde van die jaar van aanname asof sodanige tydperk 'n gedeelte van 'n tydkring was; of

(b) wat na die datum van aanname aangestel word, by aanstelling gekrediteer word met siekteverlof soos gemeld in die woordskrywings van hierdie verordening op 'n basis eweredig aan die tydperk vanaf die datum van sy aanstelling tot die einde van die jaar van aanname asof sodanige tydperk 'n gedeelte van 'n tydkring was.

(4) (a) Elke aansoek om siekteverlof moet vergesel gaan van 'n mediese sertifikaat onderteken deur 'n geregistreerde geneesheer, waarin die aard van die siekte, ongesteldheid of besering waaraan die aansoeker ly, vermeld word en waarby gesertifiseer word dat d'e liggaamlike toestand van die aansoeker dit nodig maak dat siekteverlof aan hom toegestaan word vir die tydperk in die sertifikaat bepaal: Met dien verstande dat die Raad siekteverlof van hoogstens twee dae kan toestaan sonder die vertoning van 'n mediese sertifikaat.

(b) Indien 'n Raad vermoed dat 'n werknemer siekteverlof misbruik, kan hy aandrang op 'n mediese sertifikaat onderteken deur 'n geregistreerde geneesheer vir elke dag van sodanige siekteverlof.

(c) Indien 'n werknemer weens siekte van sy werk afwesig is, moet hy die Raad in kennis stel waar hy hom bevind.

(5) Siekteverlof kan na goeë dunde van die Raad geweier word ten opsigte van enige siekte, ongesteldheid of besering wat toe te skryf is aan wangedrag, nalatigheid, onreëlmatigheid of onsedelike lewenswyse of versuim om redelike voorsorg te tref.

(6) As 'n werknemer wat met vakansieverlof is, siek of ongesteld word of 'n besering opdoen kan die gedeelte van sy verlof waarin sodanige siekte, ongesteldheid of besering voortduur, in siekteverlof omgesit word onderworpe aan die bepalings van hierdie verordening.

(7) Die Raad kan op eie koste 'n werknemer wat om siekteverlof aansoek doen of wat met siekteverlof is, aansê om hom aan 'n ondersoek deur 'n mediese raad van die Raad se keuse te onderwerp indien 126 werksdae siekteverlof reeds aan hom toegestaan is en hy aansoek doen om die toestaan van verdere siekteverlof met volle besoldiging. Indien die Raad as gevolg van sodanige ondersoek daarvan oortuig is dat die toestaan of voortduur van siekteverlof nie geregverdig is nie of indien die werknemer versuim om hom aan 'n ondersoek te onderwerp kan die Raad weier om siekteverlof aan hom toe te staan of, na gelang van die geval sy siekteverlof intrek: Met dien verstande dat 'n werknemer geregtig is om op eie koste 'n geneesheer te benoem om tydens sy ondersoek deur 'n mediese raad aanwesig te wees.

(8) Indien alle vakansieverlof en alle siekteverlof met volle besoldiging wat 'n werknemer te goed het, opgebruik is en sodanige werknemer verdere siekteverlof nodig het, kan die Raad in verdienstelike gevalle en waar so 'n aansoek gesteun word deur 'n mediese sertifikaat waarin die mediese raad bedoel in subartikel (7) sertifiseer dat daar na sy mening 'n redelike vooruitsig is dat die werknemer binne 41 werksdae sodanig sal herstel dat hy sy normale pligte kan hervat, die 82 werksdae siekteverlof met halwe besoldiging, soos gemeld in die woordskrywing van hierdie verordening, vir sover dit nodig is in 41 werksdae siekteverlof met volle besoldiging omsit.

(9) Bo en behalwe die voorafgaande bepalings vir die toestaan van siekteverlof word 'n verdere 20 werksdae siekteverlof in enige tydkring aan 'n werknemer toegestaan, mits hy vir die volle duur van die onmiddellik voorafgaande tydkring vir sy huidige werkgever gewerk het en nie meer as 20 werksdae siekteverlof geneem het nie: Met dien verstande dat sodanige addisionele 20 werksdae bygetel word by die 82 werksdae met volle besoldiging bedoel in artikel 1 (h) en dat dit nie tot 'n verdere tydkring oorgedra kan word nie.

(10) As al die vakansie- en siekteverlof van 'n werknemer opgebruik is en hy verdere siekteverlof nodig het, kan die Raad spesiale siekteverlof aan hom toestaan vir 'n verdere tydperk op die voorwaardes wat die Raad bepaal.

(11) Waar siekteverlof geneem in een tydkring soos bedoel in artikel 1 (h), ononderbroke voortgaan in die daaropvolgende tydkring en die totale aaneenlopende duur daarvan 82 werksdae oorskry, word die aanspraak op enige siekteverlof na afloop van 82 aaneenlopende werksdae siekteverlof, ondanks die aanbreek van 'n nuwe tydkring, gereël asof die pas verstreke tydperk van een jaar begin het en een jaar later eindig.

(12) Indien 'n tydkring ten opsigte van 'n bepaalde werknemer gewysig word soos bepaal in subartikel (11), word daardie werknemer se rente op siekteverlof in sy daaropvolgende tweejarige tydkring *pro rata* verminder om sy tydkring weer met sy plaaslike owerheid se tydkringe te laat ooreenstem.

(13) 'n Werknemer wat 'n bona fide alkohol- en/of dwelmverslaafde is en vir wie formele behandeling noodsaaklik is, kan volgens die uitsluitlike diskresie van die Raad vir siekteverlof kwalifiseer, maar onderworpe aan die volgende bepalings:

(a) Hy moet vir 'n ononderbroke tydperk van minstens tien (10) werksdae voltyds vir behandeling in 'n goedgekeurde hospitaal of inrigting opgeneem word;

- (b) hy moet verdere nasorgbehandeling vir minstens tien (10) opeenvolgende werksdae by 'n goedgekeurde hospitaal of inrigting ondergaan;
- (c) hy moet indien enigsins moontlik lid word van 'n organisasie of vereniging soos Alkoholiste Anoniem en hul lesings/byeenkomste gereeld bywoon;
- (d) herhaling van sodanige siekteverlof sal afhang van sy reaksie op en vordering tydens sy eerse behandeling; en
- (e) 'n "Aansoek om Verlof"-vorm en die nodige skriftelike bewyse moet in alle gevalle voorgelê en vooraf deur die Raad goedgekeur word.

Ongevalle verlof

- 5. (1) Aan 'n werknemer wat 'n siekte of besering in die loop en uit die aard van sy amptelike pligte opdoen, word ongevalle verlof toegestaan vir die tydperk(e) wat deur mediese sertifikaat(e) gestaaf word.
- (2) Ongevalle verlof word beperk tot die aantal maande soos van tyd tot tyd deur die Ongevallekommissaris ten opsigte van 'n enkele siekte of besering bepaal.
- (3) Ongevalle verlof word nie van die siekteverlof wat 'n werknemer te goed het, afgetrek nie.
- (4) Die bepalings van artikel 4 (7) is *mutatis mutandis* van toepassing ten opsigte van ongevalle verlof.
- (5) Ongevalle verlof is sonder besoldiging: Met dien verstande dat die Raad aan 'n werknemer vir enige tydperk of tydperke gedurende sy afwesigheid met ongevalle verlof wat die Raad goed dink, 'n bedrag kan betaal van hoogstens—
 - (a) die verskil tussen die normale besoldiging wat hy van die Raad ontvang en enige betalings ten opsigte van verlies van besoldiging wat hy van tyd tot tyd kragtens die Ongevallewet, 1941 (Wet No. 30 van 1941), of kragtens 'n raadspolis vir voordele ontvang het; of
 - (b) die normale besoldiging wat hy van die Raad ontvang, indien hy nie op enige betalings kragtens voormelde Wet of kragtens 'n polis soos voornoem geregtig is nie.

Spesiale verlof

- 6. (1) Spesiale verlof met volle besoldiging word aan 'n werknemer toegestaan vir die tydperk wat hy noodwendig van diens afwesig is—
 - (a) om 'n eksamen wat deur die Raad goedgekeur is, af te lê asook ter voorbereiding van sodanige eksamen; met dien verstande dat vier werksdae per vraestel per jaar tot 'n maksimum van 12 dae per jaar vir voorbereiding en eksamenaflëgging toegestaan word;
 - (b) om 'n geregshof by te woon om getuie af te lê nadat hy as getuie gedagvaar is;
 - (c) om 'n geregshof by te woon indien hy as beskuldigde gedagvaar is en onskuldig bevind word;
 - (d) as gevolg daarvan dat hy kragtens die Wet op Gesondheid, 1977 (Wet No. 63 van 1977), of enige regulasies wat daarkragtens van krag is, onder kwarantyn geplaas of afgesonder is terwyl hy nie aan 'n siekte ongesteldheid of besering ly ten opsigte waarvan siekteverlof of ongevalle verlof toegestaan kan word nie, mits 'n sertifikaat van 'n geneesheer getoon word waarin die tydperk en rede vir sodanige kwarantyn of afsondering aangedui word;
 - (e) Indien hy deur 'n erkende amateur-sportvereniging gekies word om—
 - (i) 'n Provinsiale of Nasionale span by Interprovinsiale, nasionale of Internasionale sportwedstryde buite sowel as binne die Republiek as deelnemer, afrieter of bestuurder te verteenwoordig;
 - (ii) 'n oorsese nasionale span wat Suid-Afrika besoek as verteenwoordiger van die betrokke vereniging te vergesel; en
 - (iii) vir enige doel wat deur die Raad by spesiale besluit goedgekeur word.
- (2) (a) Spesiale verlof word aan 'n werknemer toegestaan ooreenkomstig die bepalings van paragraawe (b) en (c) vir die tydperk wat hy van diens afwesig is wanneer sodanige werknemer—
 - (i) ononderbroke of onderbroke militêre diens ingevolge die Verdedigingswet, 1957 (Wet No. 44 van 1957), moet verrig; of
 - (ii) voltydse opleiding moet ondergaan of voltydse diens moet doen as 'n lid van die Reserwepolisiesmag gestig by die Polisie wet, 1958 (Wet No. 7 van 1958).
- (b) Die bepalings van paragraaf (a) is net van toepassing ten opsigte van verpligte diens en diens waartoe 'n werknemer hom verbind het.
- (c) Ten opsigte van enige spesiale verlof wat ingevolge hierdie subartikel aan 'n werknemer toegestaan word, word 'n bedrag betaal wat gelyk is aan die verskil tussen die besoldiging wat van tyd tot tyd deur die Raad aan hom betaalbaar is en die soldy van 'n dienspligtige of polisieman op die laagste rang.

(d) 'n Werknemer aan wie spesiale verlof toegestaan is ingevolge paragraaf (a), moet by die voltooiing van sy tydperk van diens of opleiding onmiddellik bewys van 'n uitklaringsdatum lewer.

(e) 'n Werknemer aan wie spesiale verlof toegestaan is op die voorwaardes van besoldiging by subartikel (1) (f) en paragraaf (c) van hierdie subartikel beoog, moet voordat hy met sodanige verlof gaan, skriftelik onderneem om die Raad te dien vir 'n ononderbroke tydperk wat gelyk is aan—

- (i) in die geval van subartikel (1) (f), die tydperk ten opsigte waarvan sodanige verlof een maand oorskry; en
- (ii) in die geval van paragraaf (c) van hierdie subartikel, die tydperk waarvoor sodanige verlof verleen is.

(3) Spesiale verlof weens die afsterwe van 'n naasbestaande is soos volg:

- (a) 'n Maksimum van 'n dag reistyd voor en na die teraardebestelling indien nodig; en
- (b) 'n maksimum van 'n dag vir die teraardebestelling.

(4) Bevallingsverlof:

(1) Spesiale verlof vir bevallingsdoeleindes word aan 'n vroulike werknemer toegestaan onderworpe aan die volgende kwalifikasievereistes en beperkinge:

(a) 'n Kwalifiserende dienstydsperk van 12 kalendermaande ononderbroke diens by die Raad moet voltooi wees alvorens benut mag word. Die werknemer moet in 'n permanente hoedanigheid op die diensstaat van die Raad aangestel wees.

(b) 'n Maksimum van 60 werksdae spesiale verlof word per bevalling toegestaan—

(i) in die geval van vroulike werknemers wat geregtig is op die volle werkloosheidsversekeringsvoordeel van haar huidige verdienste, betaal die Raad 33% van haar huidige verdienste; of

(ii) in die geval van vroulike werknemers wat bokant die perk wat deur die werkloosheidsversekeringsfonds gestel word, 100% van haar huidige verdienste.

(c) 'n Vroulike werknemer behou haar gewone voordele en normale verhogingsdatum vir 'n tydperk van afwesigheid as gevolg van kraamverlof.

(d) Die spesiale verlof in hierdie bepaling bedoel mag vir hoogstens twee bevallings in 'n vroulike werknemer se totale loopbaan in plaaslike bestuur toegestaan word.

(e) Ten opsigte van een statutêre aanneming van 'n baba tussen die ouderdom van 0–3 maande word 'n maksimum van 40 werksdae betaalde vakansieverlof ooreenkomstig subartikels (b) (i) of (b) (ii) toegestaan vanaf die fisiese ontvangs van die baba.

(f) Tesame met die aansoek om spesiale verlof vir bevallingsdoeleindes, moet 'n vroulike werknemer 'n skriftelike verklaring indien waarin sy aandui by hoeveel geleenthede (indien enige) in die verlede sy as werknemer in plaaslike bestuur die voordeel van die toestaan van spesiale verlof vir bevallingsdoeleindes benut het.

(g) Die spesiale verlof vir bevallingsdoeleindes moet ooreenkomstig die Wet op Basiese Diensvoorwaardes geneem word, dit wil sê vier weke voor en agt weke na die bevalling.

(h) Siekteverlof ten opsigte van afwesighede van diens as gevolg van 'n miskraam, doodgebore baba of beëindiging van swangerskap op mediese advies of vir enige ander mediese aanvaarbare siekte voordat 'n tydperk van spesiale verlof 'n aanvang neem, word toegestaan mits aan die vereistes van die siekteverlofreëls voldoen word. Indien die miskraam, doodgebore baba of beëindiging van swangerskap plaasvind nadat die tydperk van spesiale verlof 'n aanvang geneem het, eindig die spesiale verlof onmiddellik en word sodanige verlof vir die tydperk voor die miskraam, doodgebore baba of beëindiging van swangerskap nie in berekening gebring vir die doeleindes van die beperking van artikel (d) nie. Vir afwesigheid van diens vanaf die datum van die miskraam, doodgebore baba of beëindiging van swangerskap op mediese advies, word siekteverlof toegestaan mits aan die vereistes van die vasstelling voldoen word.

(2) Indien 'n vroulike werknemer ingevolge die voorwaardes in subartikel (1) nie vir die voordeel in aanmerking kom nie, kan sy 'n keuse uitoefen ten opsigte van die gebruik van beskikbare vakansieverlof met volle betaling of vakansieverlof sonder betaling.

Verlof sonder besoldiging

7. Verlof sonder besoldiging kan na goeddunke van die Raad te eniger tyd aan 'n werknemer toegestaan word.

Aansoek om verlof

8. Elke aansoek om verlof moet deur die werknemer gedoen word op 'n vorm deur die Raad voorgeskryf.

Beëindiging van diens

9. (1) By die beëindiging van 'n werknemer se diens by die Raad word sy besoldiging aan hom betaal en word hy ook betaal—

(a) in die geval van 'n werknemer wat verplig word om uit die Raad se diens te tree onder omstandighede wat nie toe te skryf is aan verwytbare optrede van sy kant nie, ten opsigte van alle vakansieverlof wat hy te goed het op die datum waarop hy uit die diens van die Raad tree; of

(b) in die geval van 'n werknemer wat op eie inisiatief uit diens van die Raad tree of verplig word om daaruit te tree onder omstandighede wat toe te skryf is aan verwytbare optrede van sy kant, ten opsigte van soveel van die vakansieverlof wat hy op die datum van sodanige beëindiging te goed het tot 'n maksimum van 126 werksdae.

(2) As 'n werknemer sterf onderwyl hy in diens van die Raad is, word sy volle besoldiging betaal ten opsigte van alle vakansieverlof wat hy op die datum van sy dood te goed het en word dit in sy boedel gestort.

(3) Die bedrag betaalbaar ingevolge die voorafgaande bepalings van hierdie artikel word bereken volgens die skaal van besoldiging waarop die werknemer geregtig was op die dag onmiddellik voor die dag van die beëindiging van sy diens of van sy dood, na gelang van die geval.

Toepassing van verordening

10. (1) Hierdie verordening is van toepassing op voltydse werknemers wat nie die pensioenleeftyd bereik het nie, soos omskryf in die Pensioen Ordonnansie vir Plaaslike Owerhede, 1943, en wat maandeliks besoldig word teen 'n koers wat op 'n maandelikse of jaarlikse grondslag vasgestel word: Met dien verstande dat die Raad hierdie verordening op enige ander klas of kategorie van werknemers kan toepas.

(2) Aan werknemers op wie hierdie verordening nie van toepassing is nie, kan behoudens die bepalings van enige ander wet, afwesigheidsverlof of voordele ten opsigte daarvan toegestaan word na gelang van die Raad se besluit: Met dien verstande dat die behandeling van sodanige werknemers met betrekking tot die tydperke van verlof, die vereistes vir die toestaan van verlof, die omstandighede waarin verlof toegestaan of ingetrek kan word, en betalings ten opsigte van verlof of beëindiging van diens of die dood nie ruimer mag wees as die waarvoor in hierdie verordening voorsiening gemaak word nie.

Magtiging om raad se funksies ingevolge verordening te verrig

11. (1) 'n Raad kan, behoudend die voorwaardes wat hy opla, aan 'n werknemer wat 'n aangewese pos beklee, magtiging verleen om enige van die funksies van die Raad ingevolge hierdie verordening te verrig: Met dien verstande dat 'n werknemer wie se aansoek om verlof geweier is kragtens magtiging verleen ooreenkomstig hierdie verordening, die reg besit om by die Raad appel aan te teken teen sodanige weiering.

(2) Ondanks enige magtiging wat kragtens subartikel (1) aan hom uitgereik word, kan die Hoof Uitvoerende Beampte of enige ander werknemer wat deur die Raad as 'n departementshoof aangewys word, nie kragtens sodanige magtiging die toestaan van enige verlof aan homself goedkeur nie: Met dien verstande dat as enige sodanige Hoof Uitvoerende Beampte of departementshoof vakansieverlof dringend nodig het voordat dit deur die Raad goedgekeur kan word, hy met die instemming van die voorsitter of ondervoorsitter, na gelang van die geval, die toestaan aan homself van sodanige verlof, wat hoogstens sy opgehoopte verlof vir 'n tydperk van 12 maande mag wees, kan goedkeur.

Omsetting in kontant van sekere vakansieverlof

12. 'n Werknemer kan hoogstens een keer per jaar, onderworpe aan bekostigbaarheid, vakansieverlof wat hy te goed het, in kontant omsit onderworpe daaraan dat die verpligte vakansieverlof ooreenkomstig artikel 3 (2) wel jaarliks geneem word: Met dien verstande dat 'n werknemer ten minste tien (10) werksdae tot sy krediet moet behou.

Dringende omstandighede

13. Indien dringende omstandighede ontstaan en die dienste van 'n werknemer wat vakansieverlof geneem het in verband daarmee verlang word, kan die Raad hom verplig om vir die diens terug te keer en moet die Raad hom vergoed vir enige redelike uitgawes deur hom aangegaan of enige geldeike verlies deur hom gely as gevolg daarvan dat hy verplig was om vir diens terug te keer.

TENDERS

TENDER NOTICE 3

TENDER No. P20/95

Due: 11:00, 28 February 1996

New wooden partitions: Upington Provincial Building.

TENDER No. PW.1/96

Due: 11:00, 28 February 1996

Electrical installation: Ganspan.

TENDER No. PW.2/96

Due: 11:00, 28 February 1996

Plumbing: Ganspan.

TENDER No. P19/95

Due: 11:00, 6 March 1996

Cleaning services: Kimberley Harcourt and Southey House.

Tender documents are available at the Office of the Department of Public Works N.C.P.A. Tel. (0531) 88-9111.

Tender closes at The Director, Department of Public Works, Tenderboard, Southey House (Old Grand Hotel), corner of Transvaal Road and Southey Street, Southey Street entrance, Kimberley.

TENDERKENNISGEWING 3

TENDER No. P20/95

Sluit: 11:00, 28 Februarie 1996

Nuwe houtafskortings: Upington Provinsiale Gebou.

TENDER No. PW.1/96

Sluit: 11:00, 28 Februarie 1996

Elektriese installasie: (Jaartender), Ganspan.

TENDER No. PW.2/96

Sluit: 11:00, 28 Februarie 1996

Lootgieter: (Jaartender) Gangspan.

TENDER No. P19/95

Sluit: 11:00, 6 Maart 1996

Skoonmaakdienste: Kimberley Harcourt en Southey House.

Tenderdokumente is verkrygbaar by die Kantoor van die Departement Openbare Werke, N.K.P.A. Tel. (0531) 88-9111.

Tender sluit by die Die Direkteur, Departement Openbare Werke, p/a Tenderraad, Southey House (Ou Grand Hotel), hoek van Transvaalweg en Southeystraat, ingang Southeystraat, Kimberley.

TENDER NOTICE 4

TENDER No. G31/95

Due: 11:00, 28 February 1996

Supply, installation and commission evaporative cooler: Prieska Provincial Road Department Residence.

Tender documents are available at the Office of the Department of Public Works N.C.P.A. Tel. (0531) 88-9111.

Tender closes at the Department of Public Works, Northern-Cape Provincial Administration, Harcourt House (Old Grand Hotel), corner of Transvaal Road and Southey Street, Entrance Southey Street, Kimberley.

TENDERKENNISGEWING 4

TENDER No. G31/95

Sluit: 11:00, 28 Februarie 1996

Voorsien, lewer, installeer en inwerkingstel van 'n verdampingsverkoeler: Prieska Provinsiale Padkamp Woning: Coetzee-straat 22.

Tenderdokumente is verkrygbaar by die Kantoor van die Departement Openbare Werke, N.K.P.A., Tel. (0531) 88-9111.

Tender sluit by die Departement Openbare Werke, Noord-Kaap Provinsiale Administrasie, Harcourt House (Ou Grand Hotel), h/v Transvaalweg en Southeystraat, Ingang Transvaalweg, Kimberley.

TENDER NOTICE 5

TENDER No. NC/K/0001/D

Due: 11:00, 16 February 1996

Supply, delivery, implementation and assisting the adult basic education and training division of the Northern Cape Education Department with abet materials and training in state adult centres: Department of Education and Culture: Northern Cape.

Tender documents are available at the Office of the Provincial Tender Board: Northern Cape, Southey House, Southey Street (Old Grand Hotel), Private Bag X5054, Kimberley, 8300.

Tender closes at the Office of the Provincial Tender Board: Northern Cape, Southey Street, Southey House (Old Grand Hotel), Room G3, Kimberley, 8300.

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