

16.1 "public holiday" means any day that is a public holiday in terms of the Public Holidays Act, 1994 (Act 36 of 1994) [as amended].

#### 17. SUNDAYS

As per the provisions of clause 17 of Part 1 of this Agreement.

#### 18. SHORT TIME

18.1 Notification of short time will be preceded by a consultation process between the management and the union and/or shop stewards. This process will include—

- 18.1.1 discussing the need for short time; and
- 18.1.2 the implementation of short time; and
- 18.1.3 minimising the impact of the proposed short time.

#### 19. EXCEPTIONS

As per the provisions of clause 19 of Part 1 of this Agreement.

### D. LEAVE

#### 20. ANNUAL LEAVE

20.1 An employee shall be entitled to a minimum of 15 working days' annual leave per annum.

20.2 Where conditions relating to annual leave are more favourable at an establishment they shall remain in full force and effect.

#### 21. SICK LEAVE

21.1 As per the provisions of sub-clauses 21.1 to 21.4.3 of Part 1 of this Agreement. In addition, the following provisions shall also apply:

- 21.1.1 During an employee's first sick-leave cycle, an employer may reduce the employee's entitlement to sick leave in terms of sub-clause 21.2 by the number of days' sick leave taken in terms of sub-clause 21.3.
- 21.1.2 An agreement may reduce the pay to which an employee is entitled in respect of any day's absence in terms of this section if—
  - (a) the number of days of paid sick leave is increased at least commensurately with any reduction in the daily amount of sick pay; and
  - (b) the employee's entitlement to pay—
    - (i) for any day's sick leave is at least 75 per cent of the wage payable to the employee for the ordinary hours the employee would have work on that day; and
    - (ii) for sick leave over the sick-leave cycle is at least equivalent to the employee's entitlement in terms of sub-clause 21.2.

#### 22. MATERNITY LEAVE

22.1 As per the provisions of clause 22 of Part 1 of this Agreement. In addition, the following provisions shall apply:

- 22.1.1 If the employer is unable to employ her at the same job grade, the employer may employ her in a temporary position in a different job grade at her previous rate of pay or at the rate for the temporary position, whichever is the greatest.

#### 23. PARENTAL LEAVE

As per the provisions of clause 23 of Part 1 of this Agreement.

#### 24. ADOPTION LEAVE

As per the provisions of clause 24 of Part 1 of this Agreement.

#### 25. COMMISSIONING PARENT LEAVE

As per the provisions of Clause 25 of Part 1 of this Agreement.

#### 26. FAMILY RESPONSIBILITY LEAVE

26.1 As per the provisions of clause 26 except that the number of days of paid family responsibility leave shall be five working days.