

PATERNITY LEAVE POLICY

The Paternity Leave Policy applies to an employee who has been employed with the Company for at least four months and works at least four days a week.

Paternity Leave is statutorily provided for by the Basic Conditions of Employment Act, in *Chapter Three, Leave; 27. Family Responsibility Leave*; which includes that an employee is entitled to 3 days paid leave of absence, per annum, with “*when an employee’s child is born*”, being one of the qualifying reasons for it.

The Company approves of additional time off for the birth of, or adoption of a child younger than 2 years, on the following basis:

1. The Paternity Leave entitlement period will coincide with the employee’s Annual Leave cycle.
2. Employees will be eligible for a total of 10 working days paid Paternity Leave, 3 of which will be taken from their Family Responsibility leave entitlement for the year.
3. In the event, at the time of applying for paternity leave, the employee had already availed of part, or all, of their total number of 3 days family responsibility leave for their current leave cycle, then the Company will pay for 7 working days leave of absence in respect of the birth of their child, or adoption of a child younger than 2 years. In which case, an employee may apply for the balance of absence as annual leave, or as unpaid leave, as is applicable.
4. 7 Working days Paternity Leave must be taken within 6 weeks of the birth of their child, or adoption of a child younger than 2 years, and can be split over the 6 week period of time.
5. The 6 Week period may commence at least 1 week before the expected date of birth of their child, or adoption of a child younger than 2 years
6. To accommodate for operational requirements during the period of absence, an employee is required to provide written notification to the Company of the birth of their child, or adoption of a child younger than 2 years, at least 6 weeks before the event is expected to take place.
7. In the event of an associated dreaded event, and an extended period of absence is required, the Company retains its right to apply discretion when making a decision relating thereto.

Please sign below to indicate that you have read and understand the terms of this Paternity Leave Policy and undertake to abide by it.

Signed at _____ this _____ day of _____ 201_____

Signature: _____

Name: _____