



*A Better Place for All*

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## **DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY**

### **PAYMENT OF LONG SERVICE AWARD: POLICY**

<b>Date Approved:</b>	<b>21 MAY 2024</b>
<b>Effective Date:</b>	<b>2024-2025</b>

#### **1. PURPOSE**

This policy seeks to provide the guideline to be observed and followed when long service awards are to be paid out.

#### **2. SCOPE OF APPLICABILITY**

The policy is applicable to all officials of the Dr Nkosazana Dlamini-Zuma Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of Local Government Bargaining Council and Sec54/56 employees.

#### **3 POLICY STATEMENTS**

- 3.1 The Municipality acknowledges the fact that long serving employees need to be motivated and a token of appreciation extended to them. (in a form of a certificate)
- 3.2 Approval for the payment of the long service award shall be done by the Manager: Corporate Services and by the Chief Financial Officer.
- 3.3 This benefit is the token of appreciation for the contribution by the employee who has been with the Council for the consecutive ten years.
- 3.4 The amount payable shall be the fixed amount for all employees who retire, resign, or die after reaching the consecutive ten year mark. This means that if

an employee reaches another full consecutive ten year mark he/she will qualify double the pay out.

#### **4 PAYMENT OF LONG SERVICE AWARD**

4.1 The long service award shall be a fixed amount payable to an employee who qualifies for each consecutive ten, fifteen and twenty years.

4.1.1 05 years service - 05 days

4.1.2 10 years service - 10 days

4.1.3 15 years service - 20 days

4.1.4 20 years service - 30 days

4.1.5 25 years service - 30 days

4.1.6 30 years service -30 days

4.1.7 35 years service -30 days

4.1.8 40 years service - 30 days

4.1.9 45 years service - 30 days

4.2 Payment of the long service award is not linked to salary and is not accruable. This means that it is the flat amount to every employee to whom this policy is applicable.

4.3 The employee concerned shall be paid on the qualifying month of long service award/on completion of number of the years of service that he/she qualifies for the long service award.

#### **5. APPLICABILITY**

5.1. Once approved this policy will be enforceable from date of approval by Council, applies retrospectively and shall be binding to all employee of the Municipality.

5.2. There shall be no exceptions to the rule on the implementation of this policy.

#### **6. REVIEW OF THE POLICY**

6.1 This policy will be reviewed when the council deem it necessary in order to accommodate unforeseen changes.

6.2 Payment of such a benefit is based on the affordability by Council where such does not exist such a benefit shall be withdrawn through Council resolution.

**7. COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: -----



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**MUNICIPAL MANAGER**

21 / 05 / 2024

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**DATE**