

# CITY OF MBOMBELA



## LONG SERVICE AWARDS POLICY

Approval date: 31 May 2023

# LONG SERVICE AWARDS POLICY

## 1. Purpose

The employer through the Long Service Recognition System recognizes an employee's long relationship with the Municipality.

## 2. Objectives

To promote good relations and a sense of belonging amongst long serving employees.

## 3. Scope

The Policy shall apply to all employees of City of Mbombela.

## 4. Definitions

"SALGBC" refers to the South African Local Government Bargaining Council.

## 5. Legislative Framework

SALGBC Collective Agreement on Conditions of Service for the Mpumalanga Division.

SALGBC Organisational Rights Agreement.

## 6. General Policy Provisions

- The Municipality will provide a long-service award to an employee who has served the Municipality continuously for 5, 10, 15, 20, 25, 30, 35, 40 and 45 years.
- An employee shall qualify for the following additional leave as recognition for service at the same employer, which may be paid out on the date on which the various periods of continuous service have been completed as follows:

5 years of service: 5 working days  
10 years of service: 10 working days  
15 years of service: 20 working days  
20 years of service: 30 working days  
25 years of service: 30 working days  
30 years of service: 30 working days  
35 years of service: 30 working days  
40 years of service: 40 working days  
45 years of service: 45 working days

- The leave may be wholly or partially converted on the date on which the employee qualifies therefore or at any stage thereafter.
- The following additional long service amounts will be paid on the date on which the various periods of continuous service have been completed as follows:

5 years' service	R 2 500.00
10 years' service	R 5 000.00
15 years' service	R 6 000.00

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20 years' service	R 7 000.00
25 years' service	R 7 500.00
30 years' service	R 8 000.00
35 years' service	R 8 700.00
40 years' service	R10 000.00
45 years' service	R10 500.00

- Gifts to a maximum of R2 500.00 be purchased for the employees falling under the category of 30-45 years' service;
- An additional day excursion to a place of interest or tourist attraction will be arranged for the employees in the 35-45 years category;
- Council accepts the policy that employees who leave the service of Council as a result of circumstances beyond his/her control, still qualifies for a long service award if it falls within the relevant financial year

Cases which are included, are:

Medically unfit pensioning  
Pensioning  
Death  
Personnel reduction

Cases which are excluded, are:

Voluntary termination of service  
Discharge

## 7. Procedures

- Corporate Services budget for the additional amounts, gifts and day excursion annually.
- Eligible employees who wish to convert their long service leave indicate such on the prescribed form which is available from Corporate Services Department.
- The Awards Function be held during the month of June every year.