

**HUMAN RESOURCES DEPARTMENT**  
**Office of the Executive Director: Human Resources**

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**World Cup Leave period guidelines to staff**

**10 June 2010 – 11 July 2010**

The University is aware that staff might need to take time off during World Cup, especially the day after big matches in the wake of late night celebrations.

The University recognizes that staff will take leave during World Cup Period and it is important to note that absences coinciding with World Cup games will be carefully scrutinized.

Employees are expected to take their vacation leave (Non-accumulative leave).

It is important to note that staff members who do not have enough leave days to cover this period will be allowed to use their accumulated leave.

The accumulative will be on a one day accumulative leave equals to one day leave.

The employee who does not have accumulative leave or non-accumulative leave should apply for unpaid leave.

Anyone who decides not to come to work will not be paid for that day and will be disciplined as per the Employee Relations policy.

Employees are urged to kindly reserve days for the University/ departmental shut down period in December- January.

Management has discretion regarding exemptions to World Cup Leave. Consideration will be given to accessibility of essential services when providing skeleton staffing in various areas of the University, particularly where there are operational needs that must be met.

**Employees:** All employees opting to take leave during this period should apply through their managers 14 days prior taking leave.

**Management:** you are expected to properly manage employees' productivity to avoid abuse of leave and to ensure that such practices are not counterproductive.

Staff should also note that all leave expire on 31 December each year. However, if staff have not taken all leave due to them by 31 December, they can still take leave in the following year but no later than 30 June after which all leave for the previous year will expire.

Project staff should ensure that their unused leave is taken before expiry of their contracts. Unused leave shall not be paid in cash at the end of the contract unless the project concerned had budgeted for that purpose. Should you need more information in this regard, do not hesitate to contact your Project Leader.

Your Cluster Human Resources Practitioner is available to answer any questions/queries you might have in this regard.

Yours faithfully

**Nolufefe Dlepu**  
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