

Discipline of Anaesthesiology and Critical Care

Registrar Leave Applications & Allocations

Introduction: It is essential that the allocation of leave needs to follow strict guidelines in view of the size of the registrar body and to ensure fairness. Similarly leave is rationed to one week per registrar for exam study leave and in peak periods in April and December. The best way to ensure specific leave dates is to book well in advance.

FAQ

- Where or with whom must I apply? Anaesthetic Reception Desk 0312401762.
- To whom to address any special requests? Clive Daniel daniel@ukzn.ac.za
- What slots are available? Please visit the department's website (see url below) <http://anaesthetics.ukzn.ac.za/Registrars/Registrarsleaveroster.aspx>

Vacation Leave

- Leave allocation commences with 22 working days annually, increasing proportionately with years of service. The PSCBC Res 1 of 2012 on annual leave entitlement recently increased the maximum leave from 26 to 30.

2.2.1. It has been agreed in PSCBC Res 1 of 2012 that as part of long service recognition at attaining 10 years service an employee's annual leave entitlement increases from 26 to 30 working days in the leave cycle. Annexure A to this Determination and Directive has been amended to this extent.

- 10 day minimum for the 1st six months of every year (apply before 31st March).
- 10 days for the second half of the year (apply before 30th September).
- Only 5 days maximum per person for April and the first week of May.
- Only 5 days maximum in December per person (in the first two weeks).
- **No leave** in the last two weeks of December.
- Leave with overtime may be carried over to 30 June of the following year.

Research Blocks *(see also Appendix A below for more details):*

- 3 slots available per week
- All registrars that started in or after 2011 will be eligible for 5 weeks per 48 months
- 5 weeks divided into a 2-week and 3-week slot.
- Registrars that started before 2011 will only be eligible for 3 weeks.
- As Research Blocks do not constitute leave, **registrars will be required to make up for overtime with weekend calls.**

Pre-requisites for 2-week slot:

- Research methodology and GCP modules must be completed.
- Registrars must have presented their hypothesis & protocol at the Departmental research meeting.

Pre-requisites for 3-week slot:

- BREC approved proposal.
- Weekly supervisor reviews with progress reports are mandatory.

- If research slots are not booked one month before a roster starts if it will be made available for vacation/annual leave bookings.
- There are special forms for research blocks that need to be completed and signed by both the registrar and MMed supervisor. The forms are available on the above website.

Sick Leave (see also Section 14.1 to 14.5* and 14.8.2** extracts from the Public Service circulars - Appendix B below)

- Registrars must immediately notify their supervisors directly and not via third party messages if they are unable to report for duty due to illness*.
- A leave form needs to be completed for every day of absence due to illness and submitted immediately on return to duty or within 5 days after the first day of absence if the illness is for more than 5 days*.
- For planned hospital admissions a medical certificate must be submitted before sick leave commences*.
- 3 consecutive days or more of sick leave require a medical certificate.
- “Because the word “day” is not defined in the Basic Conditions of Employment Act (the “BCEA”), for purposes of the sick leave provisions, it can be assumed as meaning a “calendar” day. The employer may also require a medical certificate when the employee is absent on a Friday or a Monday because the employee is then absent from work for longer than the two days provided for in section 23 of the BCEA.
- A third absence in an 8 week period requires a medical certificate**.
- If a pattern of sick leave develops, the department is authorised to demand a medical certificate for every day of absence due to illness **for the remainder of his or her current sick leave cycle.**

Examination Leave

Provincial regulations dictate that candidates writing examinations receive:

- One working day for each day of sitting for an exam.
- Plus one preparation day for the day immediately preceding the examinations (*Not one per day of sitting*)
- A leave form for exam leave must be accompanied by an official exam timetable.
- Study leave as indicated above applies only to 1st and 2nd attempts at an exam.
- Candidates entering CMSA examinations may apply for Study Leave - taken for study purposes.
- A leave form for special study leave must be accompanied by an official document indicating proof of registration for an exam.
- Study leave is limited to 2 days per examination (*not per day of sitting*)
- The Written and Oral sections of an exam are considered as separate exams for the above purposes
- Study leave and vacation leave can be combined to make up a 5-day period.
- **N.B.** The previous 50:50 study leave privilege has been withdrawn.

Courses attended in preparation for examinations under Cir72.2011.HRM

6.2.1.1 (c)

- “Attendance of a preparatory course with a view to sitting for a qualifying examination to obtain admission to a particular field of study”.
- This includes the Refresher courses for Part 1 and 2 & Clinical course for Part 2.

Leave granted for these courses form part of you annual 10 days of study leave allocation

Family Responsibility Leave

- Employees shall be granted 5 days leave per year for if:
 - The employee's wife or life partner gives birth to a child.
 - The employee's child, spouse or life partner is sick.
- Employees shall be granted 5 days leave per year for if:
 - The employee's child, spouse or life partner dies.
 - An employee's immediate family member dies.

N.B. Immediate family member for purposes of this latter provision in case of a death

- The employee's parent,
- The employee's adoptive parent,
- The employee's grandparent,
- The employee's child,
- The employee's adopted child,
- The employee's grandchild or
- The employee's sibling
- Mother and Father-in-law
- Sister or Brother-in-law

Congress Leave

Registrars will be granted leave for a total of 2 congresses over their 4-year training period (*T's and C's Apply*). Item 6.3 of the recent "***Policy Framework on Skills Development and Training in the Department of Health KwaZulu-Natal***" further restricts congress and course attendances to one per staff member per year. Therefore choose separate years for the attendance of each of the two congresses.

The congresses include:

- Annual SASA congress
- Annual Critical Care congress

Applications need to be submitted:

- 3 months in advance for National courses and congresses
- 6 months in advance for International courses and congresses.
- Only register for a congress after a congress leave slot has been approved for you. A completed leave form with proof of registration for the congresses must be submitted to Mrs Freddy at **least 3 months** prior to the course for further processing.
- Applications require three special forms to be completed:
 - Special congress/course application form.
 - A special declaration form.
 - A special report back form to be completed two weeks after return.

APPENDIX A

RESEARCH BLOCKS

TWO-WEEK RESEARCH BLOCK LEAVE APPLICATION:

Open to registrars who commenced in 2011 or later only.

Pre-requisites for the award of a 2-week Research slot:

- That you agree to fulfil your 16-hour overtime commitments for the duration of the research block by doing weekend calls.
- That the Research Methodology and GCP modules must have been completed.
- That you must have presented your research proposal at the Departmental Research meeting.

Requirements

Copies of the completed application signed by yourself and your MMed supervisor, and supporting documentation including certificates for your completed Research Methodology and GCP module courses must be forwarded to Mrs Hannah Freddy at IALCH (Hannahnai@ialch.co.za or Fax 0865215259) at the time of applying. Retain the original application form, certificates for the Research Methodology and GCP and the weekly progress reports by your supervisor for inclusion in your personal portfolio. Copies of the progress reports must also be forwarded to Mrs Freddy within 1 week of completion of your Research Leave block.

THREE-WEEK RESEARCH BLOCK LEAVE APPLICATION:

Pre-requisites for the award of a 3-week Research slot:

- That you agree to fulfil your 16-hour overtime commitments for the duration of the research block by doing weekend calls.
- That your MMed proposal has received BREC approval.
- That you and your supervisor agree to ensuring that weekly supervisor progress reports/reviews will be provided to the department for the duration of the three weeks.

Copies of the completed application signed by yourself and your MMed supervisor, and supporting documentation indicating that BREC approval of your MMed proposal has been obtained must be forwarded to Mrs Hannah Freddy at IALCH (Hannahnai@ialch.co.za or Fax 0865215259) at the time of applying. Retain the original application form, notification of BREC approval of the proposal and the weekly progress reports by your supervisor for inclusion in your personal portfolio. Copies of the progress reports must also be forwarded to Mrs Freddy within 1 week of completion of your Research Leave block.

APPENDIX B

SICK LEAVE

14. NORMAL SICK LEAVE⁹

- 14.1. An employee is entitled to 36 working days sick leave with full pay over a three-year cycle. Any unused sick leave credits shall lapse at the expiry of the three-year cycle.
- 14.2. It is incumbent on the employee to utilise and manage his/her normal sick leave responsibly and with circumspect.
- 14.3. An employee must submit his/her application for sick leave in respect of clinical procedures in advance, unless the treating practitioner certifies that such procedures have to be conducted as an emergency.
- 14.4. If overcome by a sudden illness or injury, the employee must personally notify his/her supervisor/manager immediately. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the illness/injury prevents the employee to inform the supervisor/manager personally.
- 14.5. An employee must submit an application for sick leave personally or through a relative, fellow employee within 5 working days after the first day of absence. The employee's supervisor/manager/ Head of Department and/or his/her delegate/must within two working days from receipt of the leave application form recommend/not recommend and/or approve/disapprove the application and submit to the relevant Human Resource division in the department.

SICK LEAVE IN AN 8 WEEK CYCLE

- 14.8.2. an employee during his/her normal sick leave period, **who has been absent from work on more than two occasions during an eight-week period**, must regardless of the duration of the sickness or injury, submit a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury. The 8-week period shall be a calendar period and commences on the first day of an employee's absence due to sickness or injury. Any subsequent day of absence due to sickness or injury after the above-mentioned period must then be regarded as the first day of the next 8-week period. If the employee fails to submit the required medical certificate, the Head of Department must notify the employee that if the prescribed medical certificate is not received within 2 working days, the sick leave period will be regarded as unpaid leave or annual leave. If the employee fails to submit the medical certificate on time, the relevant absence must be covered by annual leave (with the employee's consent) and/or unpaid leave if insufficient annual leave credits are available or if the employee failed to notify the Head of Department of his/her choice. Failure by the employee to submit his/her medical certificate within the stated period must be viewed in a serious light and disciplinary steps against the employee should be taken.