



Waterberg
District Municipality

on the Go for Growth

WATERBERG DISTRICT MUNICIPALITY

CONDITIONAL GRANT POLICY

CHAPTER 1

1. Definitions

In this policy, unless the context otherwise indicates-

“Municipality” means the Waterberg District Municipality, established in terms of section 12 of Local Government Municipal Structures Act, No 117 of 1998 and any member of staff to whom the Council has delegated the powers, functions and duties vesting in the Council in relation to this policy;

“Course” means a course for a degree, diploma or certificate or any part thereof consisting of a specific number of subjects or modules which is to be completed within a fixed period of time and which is accredited by the South African Qualifications Authority and as approved by the Municipal Manager;

“Education Institution” means an institution referred to in the Further Education and Training Act, No, 98 or the Higher Education Act, No 101 of 1997;

“Member of Staff” means an employee permanently appointed in the service of the Municipality including employees on fixed term contracts.

CHAPTER 2

2. **Purpose and amount of the conditional grant**

- An annual conditional grant may be granted by the Municipality to a member of staff in arrears for the purpose of refunding all fees in respect of a course or courses or a remainder of a course for which such member has enrolled at an educational institution, including registration fees, course fees and lecture materials (excluding handbooks or study material not provided by the educational institution) so as to assist such member of staff to obtain the necessary training and academic background that are relevant to the functions of local government

- A conditional grant may be refunded to a member of staff engaged in studies for a masters or doctor's degree or master's laureate diploma in technology where the study entail research projects and thesis or dissertation only, shall be granted for the duration of the diploma or degree.

CHAPTER 3

3. NATURE OF COURSES THAT MAY BE FOLLOWED

- Any course, in regard to which a conditional grant may be granted to a member of staff, shall have a bearing and relevance upon and be applicable to the functions and activities of local government.
- A conditional grant shall not be granted to a member of staff in respect of a course or remainder of a course which such a member intends studying unless such course or remainder of a course has been approved by the Municipality.
- A conditional grant shall be granted in respect of courses at approved educational institutions only.
- A conditional grant will not be granted in respect of a course or part of a course which a member of staff has failed or the cost of a re-examination in regard to such course or part thereof.

CHAPTER 4

4. GRANTING OF CONDITIONAL GRANTS

- Conditional grants shall be granted to a member of staff who-
 - a) Has been appointed permanently in the service of the Municipality, including employees appointed on fixed term contracts
 - b) Has been admitted for studies in the particular course or remainder thereof at the educational institution concerned.

CHAPTER 5

5. APPLICATION

- A member of staff shall apply in writing for a conditional grant refund / reimbursement and shall furnish full particulars of the course stating the major and minor subjects, the educational institution at which he/she is admitted, fees and previous academic records applicable to the course enrolment.

CHAPTER 6

6. CONDITIONAL GRANT OBLIGATION AND REPAYMENT

- A member of staff who claims a refund from the conditional grant for a particular academic year is obliged to furnish the Municipality with the results for that year within 30 days after receipt of such results.
- When a member of staff, after completion of a course in respect of which a conditional grant has been granted, furnishes proof, in writing, to the satisfaction of the municipality of the number of subjects or modules passed, the said amount will be refunded / reimbursed.
- Should the member of staff fail to pass a course, modules, subjects or the courses for which the conditional grant was approved, no refund/reimbursement shall be made to such an employee.

CHAPTER 7

7. SPECIAL LEAVE FOR STUDY PURPOSES

LEAVE FOR EXAMINATION PURPOSES

- Special leave may be granted to an employee for the working day on which he/she sits for an examination prescribed by an educational institution in order to qualify for a formal qualification
- A three day special leave may be granted to an employee that sits for examination to enable him/her to prepare for the examination. This includes the day of writing the examination.

ADDITIONAL LEAVE FOR POST GRADUATE STUDIES

- Special leave for a dissertation or thesis will be granted with full pay to a maximum of five(5) working days leave per qualification.

ATTENDING OF CLASSES DURING OFFICE HOURS

- An employee who study part-time or by means of correspondence in a field applicable to the employer and who, as a result of his or her studies, is required to be absent from his/her work, will be granted vacation leave and special leave on a 50:50 basis for the time he/she is released from duty, subject to the exigencies of service.
- If he/she does not have leave to his/her credit, unpaid vacation leave will be granted.

Adopted by council at its meeting held on 30 May 2017

Resolution number A078/2017

Signed at Modimolle on _____

Date of implementation 01 July 2017



MUNICIPAL MANAGER