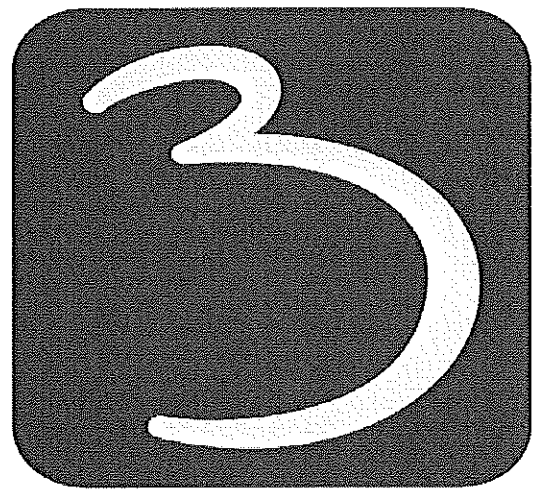
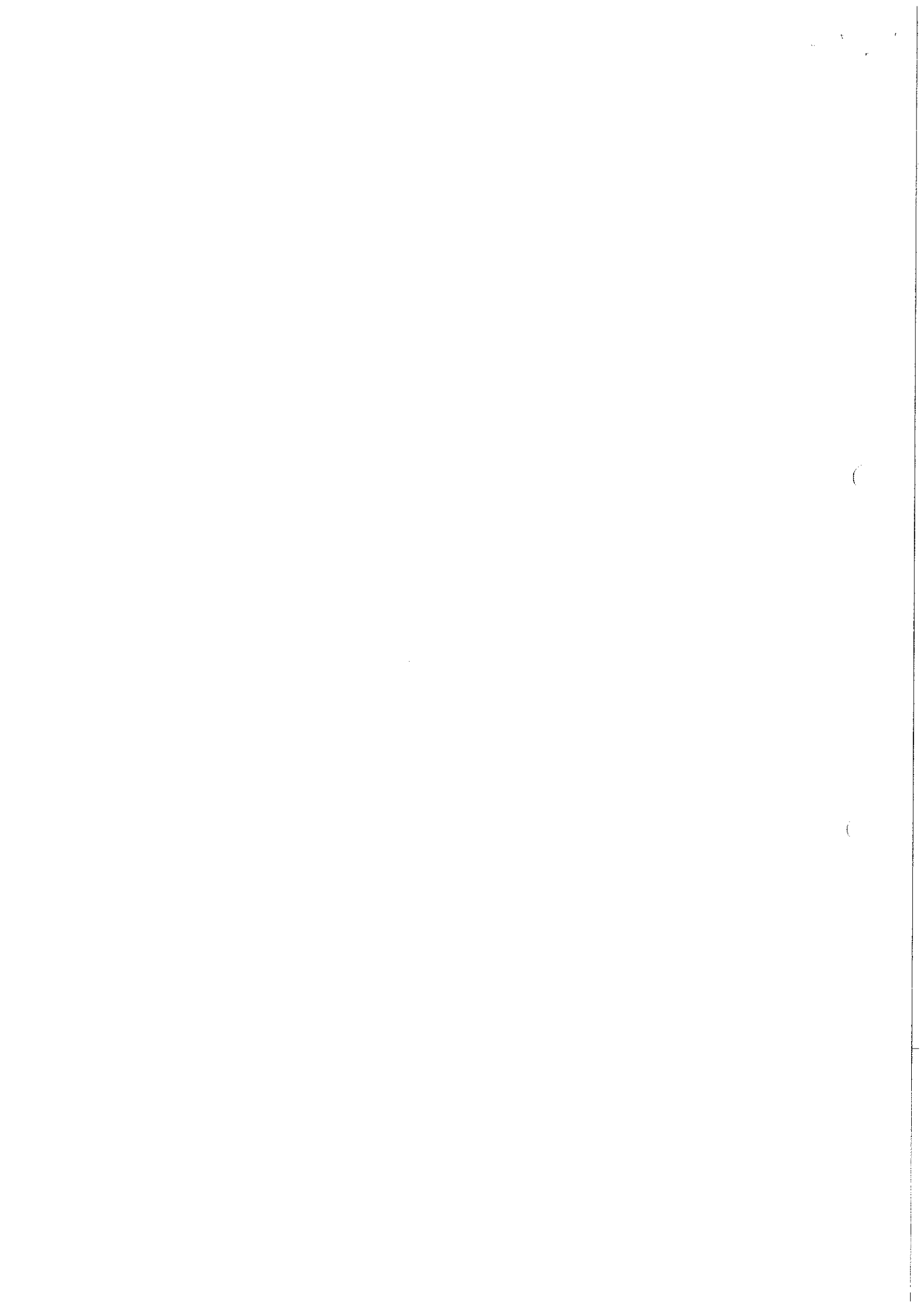


Leave Policy



***Boxing
South
Africa***



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1. Introduction

Boxing SA leave policy is designed to serve as control measure over the various forms of leave taken by employees:

- Annual leave
- Sick leave
- Maternity leave
- Study leave
- Family responsibility leave

This policy was prepared in accordance to the Basic Conditions of Employment Act No. 75 of 1997. The act does not oblige employers of an organisation to provide for study leave to employees but Boxing South Africa values the personal development of all employees as a key to accomplish business objectives, therefore study leave provided. Personal development is a shared responsibility and should be organised to maximise each employee's potential.

2. Terms and definitions

Employee – means a permanent, temporary, and part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

Annual leave cycle – means the period of 12 months employment with the same employer.

Sick leave cycle – means the period of 36 months employment with the same employer.

Unpaid leave – leave without pay

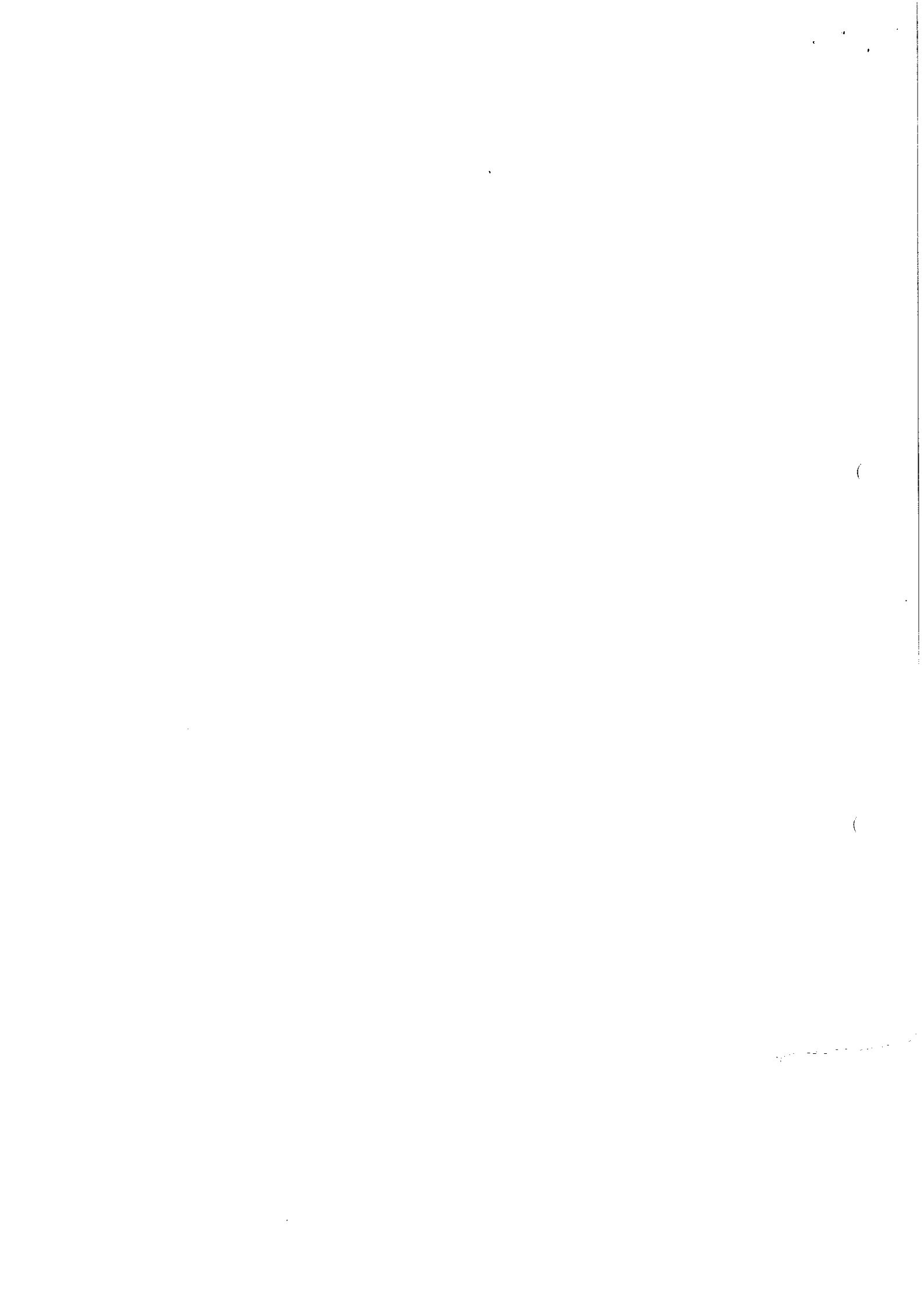
3. Objectives of the policy

The objective of this policy is to explain the leave entitlement and procedure for availing leave.



4. Annual Leave

- 4.1 Employees employed at BSA for less than 10 years will be entitled to 22 consecutive working days annual leave in respect of each annual leave cycle
- 4.2 Employees employed at BSA for more than 10 years will be entitled to 26 consecutive working days annual leave in respect of each annual leave cycle.
- 4.3 Employees that have completed at least 5 years continuous service with BSA are entitled to an additional 5 annual leave days.
- 4.4 Annual leave is granted subject to the operational needs of the BSA and the timing of such annual leave is granted at the sole discretion of the BSA management.
- 4.5 Employees shall only be entitled to take their annual leave as soon as when it accrues.
- 4.6 Leave accumulated but not taken within a period of six months after the completion of an annual leave cycle shall be forfeited by the employer without compensation.
- 4.7 Unused leave is paid out in the event where an employee terminates his/her services or if the application for annual leave was declined due to operational requirements and could not be rescheduled in the course of the leave cycle.
- 4.8 Employees must plan annual leave so that the needs of the entity are covered throughout the year. BSA will only authorize changes to leave periods if the employee applying for change is able to ensure management that he/her responsibilities are properly accommodated during the period.
- 4.9 An employee taking annual leave is obliged to provide an address and telephone number where that the employee can be contacted during the period of his leave.
- 4.10 If, in the interests of BSA the employee must be recalled from leave. The employee agrees to be recalled. BSA at its discretion may pay for the reasonable expenses incurred by the employee in returning to duty when recalled from leave.
- 4.11 Overstaying an employee's leave entitlement without express authorization from BSA management will be considered as an unauthorized absence repudiation of the employment relationship by the employee and he will be subject to disciplinary action.



- 4.12 Cash is not payable in lieu of leave, except if provided for in the basic condition of employment act or any relevant sectoral determination on termination of the employee's employment with BSA.
- 4.13 A leave application form must be submitted and approved by the CEO prior to the leave start date.
- 4.14 Employees of BSA shall not take annual leave without having prior signed approval from the relevant management.
- 4.15 Any failure to apply and record the application leave in writing will constitute a disciplinary offence.
- 4.16 BSA closes at noon 15 December and re-opens on the date determined by the CEO in consultation with Board in January the following year. This time off will not be conducted from employees annual leave entitlement.

5. Sick Leave

5.1 Employees are entitled to maximum of 30 days sick leave in a 3 year cycle.

5.2 An employee who is absent as a result of ill health is required to inform the relevant management as soon as possible of his/her absence and the reason for his absence and such communication must take place by no later than 12h00 noon on the first day of his absence.

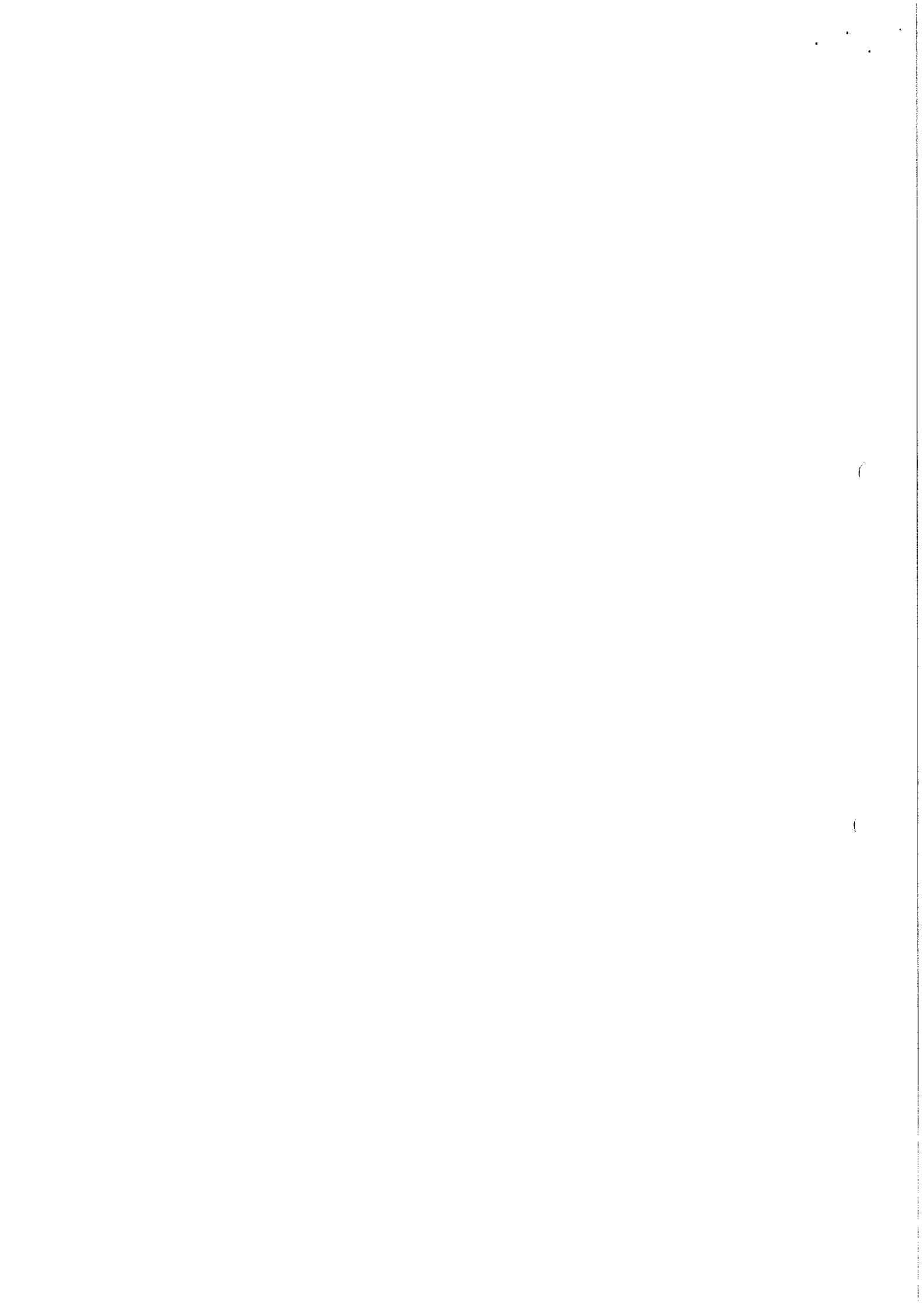
5.3 The employee in question will be obliged to report to the Human Resources Officer/ Manager on his progress at least two days while he is away from his employment for ill health.

5.4 Upon return to work after sick leave, the applicable employee must complete a sick leave form and submit it to management for approval.

5.5 A medical certificate that is signed by the medical practitioner will be required in the following instances:

- After three days of sick leave taken.
- Absence from work before or after a weekend will constitute a three day absence period therefore a medical certificate is required.
- employees absent from work on more than two occasions during an eight-week period

5.6 In the event that no medical certificate is produced as required in point 5.3, the sick leave taken shall not be approved hence the leave taken will be unpaid.



6. Maternity Leave

6.1 An employee is entitled to 4 consecutive months maternity leave

6.2 If an employee requires taking maternity leave, such an employee must complete and submit maternity leave form to the relevant management for approval no later than 2 months prior to the leave start date.

6.3 Proof of expected date of delivery signed by a medical practitioner must be attached to the maternity leave form.

6.4 The pregnant employee's position will remain vacant for a period of her absence.

6.5 The following benefits will be due to an employee who may claim UIF:

a) Period of service = 0-2 years

- 4 months unpaid period.
- Employee is able to Claim UIF (54% of salary).
- Ability to extend Maternity Leave which is at Half day (5 Hours) at an adjusted salary for a maximum of two months.

b) Period of service = 2 years and above

- 4 months unpaid leave.
- BSA will make up the difference between UIF payment and 75% of salary.

6.6 The following benefits will due to an employee who may not claim UIF:

a) Period of service = 0-2years

- 4 months unpaid leave
- BSA will pay benefits up to rate of UIFpayments (45% of salary)

b) 2 years and above

- 4 months unpaid leave.
- BSA will pay 75% of normal salary.



7. Study leave

7.1 Study leave must be arranged by agreement BSA and the employee individually. agreement will be reduced to writing and a signed copy shall be attached to a signed copy of the employee's conditions of service.

7.2 Leave will be granted for study purposes where an employee is enrolled for a course that has been approved by the CEO.

7.3 The CEO must approve study leave applications, but such approval will not be unreasonably withheld.

7.4 3 days per subject, plus the day of the examination, i.e. a total of 4 days' leave will be granted per subjects

7.5 No specific leave is granted for tests written during the year, employees shall plan their leave accordingly ie. They may utilise their study leave and vacation leave.

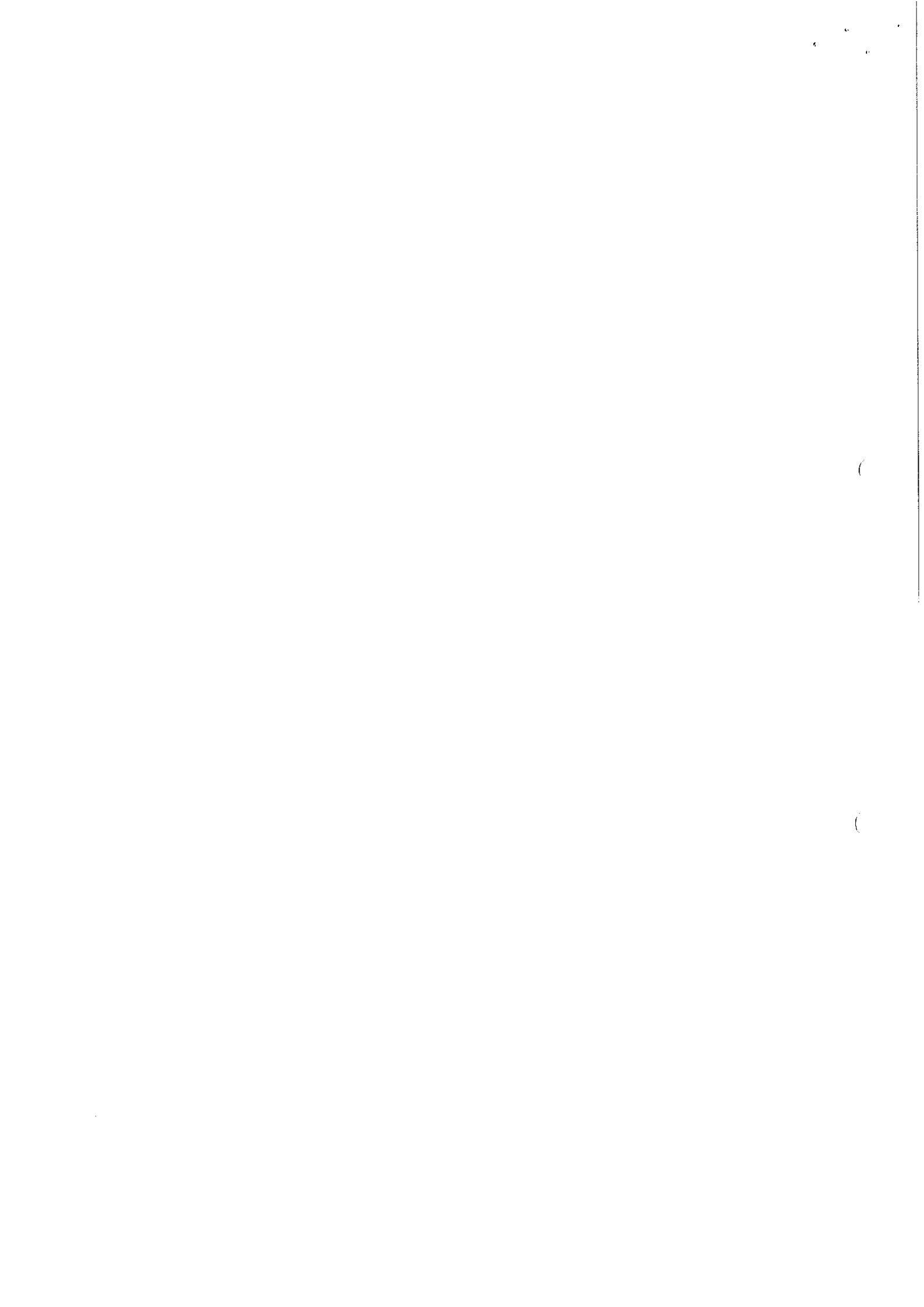
7.6 Employees are responsible to complete and submit a study leave form to the CEO for approval at least 7 days prior to the leave start date.

7.7 Evidence of test and examination dates must be attached to the study leave form.

7.8 Study leave may not be accrued or carried over to the next year.

7.9 The CEO may approve any additional study leave based on reasonable motivation attached to the study leave form.

7.10 Study leave may not be taken whilst the employee is serving their notice, except with the approval of the CEO



8. Family responsibility Leave

8.1 This leave only applies to employees that have worked at Boxing South Africa longer than 4 months and who at least works 4 days a week.

8.2 Employees are entitled to maximum 3 days paid family responsibility leave for each annual cycle.

8.3 Unused entitlement of leave is forfeited at the end of the annual cycle.

8.4 A leave form must be completed and submitted to the CFO/CEO for approval prior to the leave start date.

8.5 Such leave shall only be approved in the following events:

- When the employees child is born
- When the employees child is sick
- In the event of the death of the employee's spouse or life partner
- In the event of the death of the employee's parent, grandparent, child, sibling, grandchild

8.6 Evidence of the event of such leave must be attached to the leave form and filed accordingly e.g. the Childs sick note from the medical practitioner.

9. Unpaid leave

9.1 Unpaid leave is discouraged and will only be approved in exceptional circumstances at the discretion of the CEO.

9.2 All annual leave should ideally be exhausted before unpaid leave may be requested/approved.

9.3 Annual leave will not be accrued during unpaid leave.

9.4 All other leave taken without proper approval shall be recognised as unpaid leave and the disciplinary process as per policy shall be followed.

10. Public Holidays

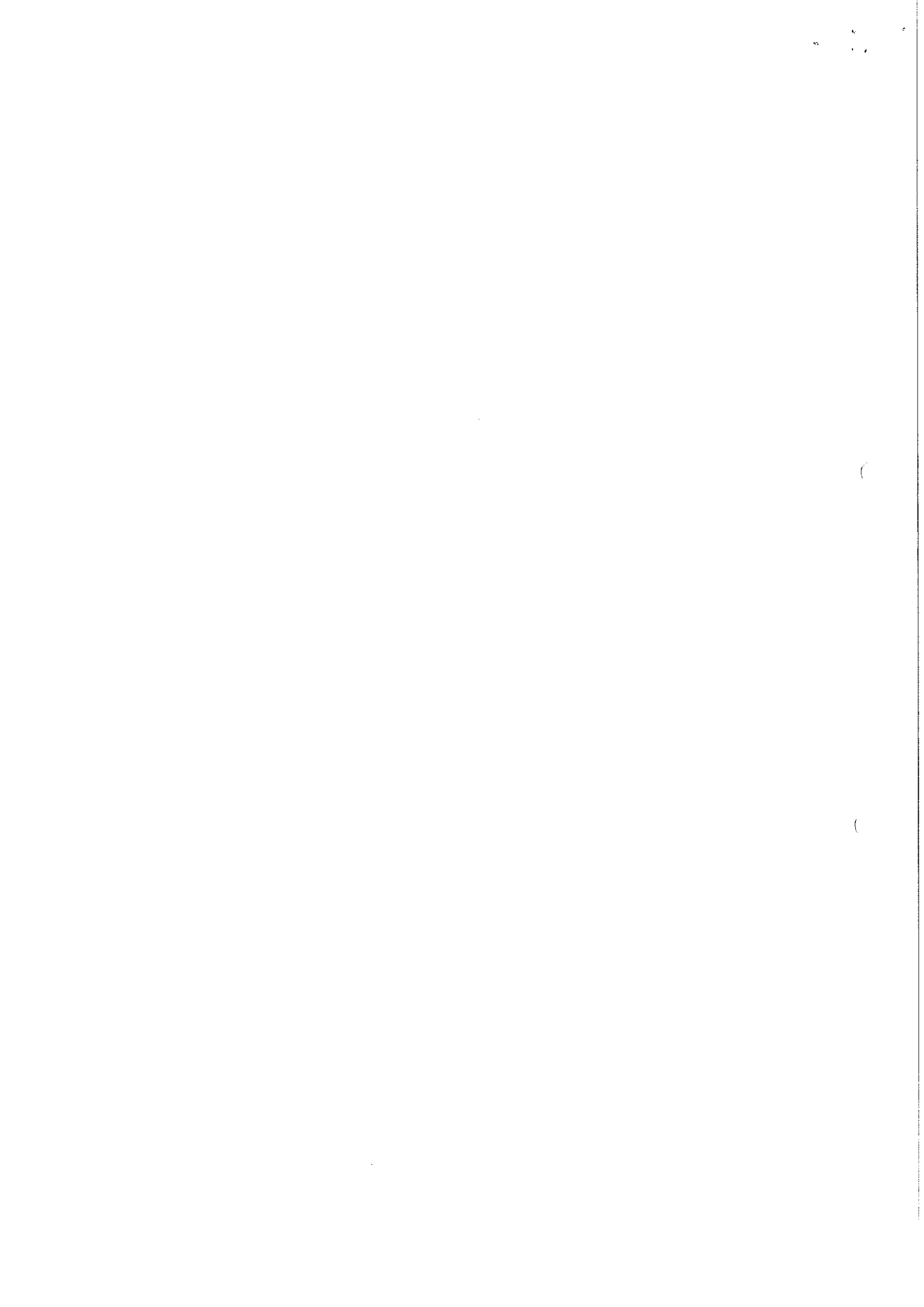
10.1 BSA recognizes all public holidays provided for in the Public Holidays Act, 1994.

10.2 However, employees may be required to work on Public Holidays if the operational requirements, of BSA indicate that this is necessary.

10.3 Payment of such work performed on a holiday shall be compensated to employees in terms of BSA's overtime policy, and the necessary process shall be followed thereto.

11. Absconding

11.1 Where employees are absent from work for five or more consecutive days and BSA has not been notified by the employee of the reason for the employee's absence, the employee will be deemed to have absconded and have relinquished the employment relationship of the employee's own volition.



12. Approval and implementation

12.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

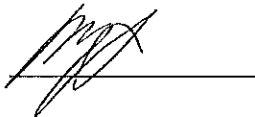
12.2 The CEO will be responsible for implementation and monitoring of the policy.

12.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

13. Level of approval

Dr P Ngatane

Board Chairperson



Signature

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Date

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