



**SAEFA**

SA ENGINEERS AND  
FOUNDERS ASSOCIATION

## Leave Management and Covid-19: Effectively managing all aspects of employee leave

Business continues to be exceptionally difficult for industry employers – the industry had not fully recovered from 2008 crash before the Covid-19 pandemic and lockdown. Economic indicators paint a bleak picture of the immediate future in manufacturing.

One of the biggest causes of financial strain on a business is having to pay employees where there is no reciprocal value added to the business. Although employees are entitled to various forms of leave, make sure you're not leaving money on the table!

The South African Engineers' and Founders' Association, in association with Gordon Angus and Associates is running a 2-hour webinar to guide employers through the legislative requirements of all forms of leave, including how to apply Covid-19 Regulations in the workplace.

### Topics covered

- Understand what the BCEA, Main Agreement and Disaster Management Act Regulations say about leave:
  - Sick Leave
  - IOD
  - FRL
  - Shop Stewards Leave
  - Maternity Leave
  - Annual Leave
- Learn how to effectively manage of all types of leave (including *who* must manage *what*)
- What happens when someone exhausts their sick leave?
- Understand the process to be followed if termination for illness / incapacity is required
- Annual leave
- IOD
- Shop stewards' leave
- FRL (including latest amendments)
- Shifts and the payment of Leave Pay and LEP



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## Presenters

The course will be facilitated by Gordon Angus, SAEFA's Executive Director. Gordon has over 17 years' experience in industrial relations and has successfully guided many companies with their implementation of strategies to address both short-term and long-term financial difficulties over the years.

## Date and time

Thursday, 23 July 2020 at 12h00.

## Platform

The webinar will be run using Microsoft Teams, or, for participants who do not have Microsoft Teams, via the equivalent online platform. This means that you do not need to have Microsoft Teams to participate – simply connect via the link which will be emailed to you upon payment of the joining fee.

## Fee per delegate (Ex VAT)

- SAEFA Members: R550.00

For more information contact [gordon@saefa.co.za](mailto:gordon@saefa.co.za) or [charlene@saefa.co.za](mailto:charlene@saefa.co.za)



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**23 July 2020**

To make a booking, please complete the table below and email to [gordon@saefa.co.za](mailto:gordon@saefa.co.za) or [charlene@saefa.co.za](mailto:charlene@saefa.co.za)

Name:	Company:	Contact Number	Email Address:
Company Addresses (Postal and physical):			
1.			
2.			
VAT Number:			
Names and email addresses of participants:			
1.		Email:	
2.		Email:	
3.		Email:	
Are you a SAEFA Member?		Yes	No