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Department:
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REPUBLIC OF SOUTH AFRICA



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Basic Guide to Family Responsibility Leave

Workers may take up to 3 days of paid leave a year to attend to certain family responsibilities.

Application

The Basic Conditions of Employment Act applies to all **employers and workers**, but not -

- members of the -
 - National Defence Force,
 - National Intelligence Agency, or
 - South African Secret Service; or
- unpaid volunteers working for charity.

The section of the Act that regulate **working hours** does not apply to:

- workers in senior management
- sales staff who travel and regulate their own working hours
- workers who work less than 24 hours in a month
- workers who earn in excess of an amount stated in terms of section 6 (3) of the Act
 - workers engaged in emergency work are excluded from certain provisions.
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See

- [Basic Conditions of Employment Act](#)

Applies to all employers and workers and regulates leave, working hours, employment contracts, deductions, pay slips, and termination

Workers Excluded from Family Responsibility Leave

The provisions for family responsibility leave do not apply to workers who work less than -

- 4 months for their employer
- 4 days a week for one employer
- 24 hours a month, or to
- leave over and above that provided for by the Act.

Number of Leave Days

Full time workers may take 3 days of paid family responsibility leave during each annual leave cycle (12 month periods from date of employment).

Family responsibility leave expires at the end of the annual cycle.

Based on Legislation in Section 27, of the Basic Conditions of Employment Act

Reasons for Leave

You may take family responsibility leave:

- when your child is born
- when your child is sick
- in the event of the death of your
 - spouse or life partner
 - parent or adoptive parent
 - grandparent
 - child or adopted child
 - grandchild
 - sibling.

Based on Legislation in Section 27, of the Basic Conditions of Employment Act

Proof

Employers may require reasonable proof of the birth, illness or death for which a worker requests leave.

Based on Legislation in Section 27, of the Basic Conditions of Employment Act

Related Links

- [Basic Guide to Annual Leave](#)
Rules for annual leave as prescribed by the Basic Conditions of Employment Act
- [Basic Guide to Maternity Leave](#)
The Basic Conditions of Employment Act gives pregnant workers the right to take maternity leave
- [Basic Guide to Sick Leave](#)
Rules for sick leave as prescribed by the Basic Conditions of Employment Act.