

SAAO STANDBY GUIDELINES 2023

1. PREAMBLE

An employee may be called upon to be on standby after hours due to the nature of the operational requirements of SAAO. The NRF acknowledges that employees who are on standby need to be compensated by way of standby allowances for the inconvenience of being available for call outs after hours.

2. PRINCIPLES

- i. Employees are normally on standby between 18:00 to 06:00.
- ii. A maximum of twelve (12) hours per day during the week and twenty-four (24) hours during weekends and public holidays may be claimed.
- iii. Employees who are required to report on site during standby or call-out will be paid overtime, such overtime hours commencing from time of departure from home to time of return to home. Please refer to overtime section below for further clarification.
- iv. A standby allowance of R311 per night will be paid to Electronics, Mechanical, IT and Site duty. Where one person is responsible for both standby duties for Mechanical and Electronics then an allowance of R356 per night will be paid.
- v. The standby allowance will be reviewed annually in April.

3. PROCEDURES

The amount payable is calculated at the end of the calendar month and paid with salary at the end of the following month.

4. OVERTIME

For more information with regard to overtime, please refer to the NRF conditions of service, Section 14.HR-CEO103 – OVERTIME.

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As per the Basic Condition of Employment Act, overtime is not paid to staff who receive above **R 224 080.48 p.a** in cash remuneration. Employees earning above this amount must take time-off in lieu (referred to as TOIL) for any overtime worked as they do not qualify for financial compensation. The following rules apply in calculating TOIL.

Time-off in lieu (TOIL):

For overtime worked on Mondays to Saturdays and for overtime for employees who regularly work on Sundays and Public Holidays:

- One and a half (1.5) hours for each hour overtime worked

Or

For overtime for occasional work on Sundays and public holidays:

- Two (2) hours for each hour overtime worked

For more information or clarification on this policy please contact the HR Department at SAAO.



Petri Vaisanen (Prof)

DIRECTOR