



2026

NAME: _____ CELL: _____

ADDRESS: _____

WORK: _____

TEL (H): _____ TEL (W): _____ CELL: _____

E-MAIL: _____ PERSAL : _____ SACE: _____

DOCTOR: _____ TEL: _____ ALLERGY: _____

In case of emergency, please contact: _____ TEL: _____

_____ TEL: _____



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

NATIONAL PROFESSIONAL TEACHERS' ORGANISATION OF SOUTH AFRICA

NAPTOSA is founded on a commitment to the following principles:

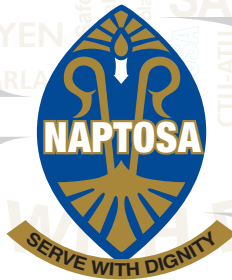
- the inalienable right of every child and student to quality education within an equitable and non-discriminatory system of education;
- a high level of professionalism from all education sector employees; and
- the enhancement of all aspects of the working life of education sector employees.

In order to achieve the above, this national union shall be

- non-discriminatory on the basis of colour, language, gender, religion, ethnic origin, social class, birth, political or other convictions, or disabilities or other natural or cultural characteristics;
- independent, autonomous and party politically non-aligned;
- guided by the respect for fundamental human rights as enshrined in the Constitution of the Republic of South Africa including the Bill of Rights; and
- inclusive of all like-minded education sector employees.

*Shepherds' crooks:
Educators shepherd those
in their care (lead, guide,
advise, counsel, educate)*

*Shield of African shape,
with the Union's name
in the middle and the T
central: NAPTOSA is a
shield protecting the rights
of teachers and education
support personnel, the
central focus of the Union.*



*Candle with 7 rays beaming
outward: NAPTOSA and 6
affiliated unions bringing
the light of education that
conquers the darkness of
ignorance.*

*Seven lines merging into one
and pointing to the Union's
name: the old NAPTOSA
federation and its six
independent, affiliated unions
amalgamated in 2006 to form
a single new NAPTOSA.*

COLOURS: **Blue:** loyalty, dignity; **Gold:** generosity, courage, perseverance, industriousness



Level up

your teaching career with North-West University's postgraduate and distance learning programmes!

For more information, visit:

DISTANCE LEARNING:

<http://distance.nwu.ac.za>



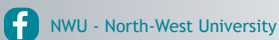
POSTGRADUATE STUDIES:

<http://studies.nwu.ac.za/postgraduate-studies>



BUSINESS SCHOOL:

www.nwu.ac.za/business-school



NAPTOSA CONTACT DETAILS

www.naptosa.org.za

EASTERN CAPE

Physical Address:

28 Sixth Avenue, Newton Park,
Port Elizabeth

Tel: 041 364 0399

infocape@naptosa.org.za

68 Recreation Rd, Southernwood,
East London

Tel: 043 722 4104

infocape@naptosa.org.za

FREE STATE

Physical Address:

9 Barnes Street

Bloemfontein Central

Tel: 051 522 0857

infofs@naptosa.org.za

GAUTENG

Physical Address:

46 Restanwold Drive,

Saxonwold, Johannesburg

Tel: 011 486 1256

info Gauteng@naptosa.org.za

KWAZULU-NATAL

Physical Address:

Block A, Canford Park, 53 Anthony Rd,

Umgeni Park, Durban

Tel: 031 563 1966

kzn@naptosa.org.za

LIMPOPO

Physical Address:

149 Marshall Street Polokwane

Tel: 015 295 7735

info Limpopo@naptosa.org.za

MPUMALANGA

Physical Address:

4 Smokey Mountain Office Block,
N4 Route Business Park, 22 Corridor
Crescent, Fleur Park, Emalaheni,

Tel: 013 690 3008/9

info mpumalanga@naptosa.org.za

NORTHERN CAPE

Physical Address:

Old Boys' Club, Boys' High
School, Kimberley

Tel: 053 832 9311

info nc@naptosa.org.za

WESTERN CAPE

Physical Address:

6 Park Road

7700 Rondebosch

Tel: 021 686 8521

info wc@naptosa.org.za

12 Saint John's Street, Dormehlsdrift,
6529 George

Tel: 044 050 0023

info wc@naptosa.org.za

NORTH WEST

Physical Address:

287 Klopper St, Protea Park, Rustenburg

Tel: 014 533 025

info nw@naptosa.org.za

NATIONAL OFFICE

Physical Address:

270 Prince's Park Ave, Pretoria

Tel: 012 324 1365

info@naptosa.org.za

NAPTOSA

***– the professional union that values and cares
for its members individually and collectively***

Membership of NAPTOSA secures you

- the advice and assistance of qualified and experienced professional staff members
- regular, up-to-date, accurate information
- professional development
- an alternative voice – collective bargaining and input in the best interests of members and Education
- automatic family funeral cover of R20 000
- national and provincial periodicals, diary, wall calendar
- discounts with commercial partners (*visit: www.naptosa.org.za*)



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach



We are **proud** to be your Funeral Plan Underwriter!

As a valued **NAPTOSA member**, you have the opportunity to enhance your current funeral cover by joining the Voluntary Funeral Scheme. This allows you to top up your existing benefits and include extended family members under your policy.

Members aged **65 and older** can continue to enjoy coverage through this offering.

We encourage you to review your current benefits and select the option that best meets your needs.

To take this offer,
scan the QR code:



Should you have any,
queries email
Naptosa@saffrican.co.za

Underwritten by
Saffrican Insurance Company Limited Reg. No. 1935/007463/06 ("Saffrican") is 100% wholly
owned by Sanlam Life Insurance Limited ("Sanlam Life"), which is 100% wholly owned by Sanlam
Limited. Saffrican is a licensed insurer conducting life insurance and an authorised Financial
Services Provider FSP No: 15123

 **saffrican**
Live the *Legacy*

NAPTOSA CHARTER OF PROFESSIONALISM

We, as members of NAPTOSA, are aware that the development of our country is fundamentally dependent upon the quality of education provided to its citizens. In humble acknowledgement of the honour and responsibility entrusted to us, we will uphold the dignity of our chosen profession, engaging in the holistic education of each child in our care and the continuing development of our peers, our communities and ourselves.

Our professional conduct will encompass, but not be limited to, the following standards:

- At all times the needs and welfare of the individual learner must be of central importance. When we exercise professional judgement both duty and compassion shall inform our decisions. We bear in mind that we do not teach lesson plans or intellectual challenges – we teach human beings.
- We respect and protect the rights of every individual in our communities as laid out in the Constitution of South Africa.
- We will serve and educate all learners with equal dedication, irrespective of gender, race, culture, religion, political affiliation, intellectual capacity and sexual orientation, delivering the curriculum so as to enable all learners to develop their skills, knowledge, values and attitudes in a changing environment.
- We refrain from improper or inappropriate relations with learners, be these physical, sexual, political or emotional. Rather, in all our actions and words, in and out of our educational institutions, we will promote by example the integrity of our profession by modelling respect for diversity, compassion and commitment.
- We accept that we are leaders in our communities and acknowledge that this may require us to speak out when others remain silent; to be innovative in solving problems when others wait for instruction; to obey the dictates of our own conscience, even when this is inconvenient.
- We foster an environment of collegiality, collaboration, co-operation and sharing of resources between educators and educational institutions for the betterment of teaching and of learning.
- We support the rights of parents, engaging them as partners in our efforts and promoting harmonious relations wherever possible.
- We shall exercise discretion and respect the confidentiality of the information to which our profession gives us access concerning learners, parents and the community.
- We take responsibility for the renewal and protection of our profession, advancing the image of teaching through professional language, learning, conduct and reflection.

In humility, and remaining aware of our own frailty, we undertake to live up to the ideals of teaching, working always to enhance our profession and doing nothing to diminish it.

Serve with Dignity



NAPTOSA PROFESSIONAL DEVELOPMENT INSTITUTE (PDI)

The PDI is responsible for complying with the following mandate:

- to establish, encourage and promote constructive collaborative partnerships with professional development initiatives of the national and provincial departments of Basic Education and the National Department of Higher Education and Training
- to encourage participation in communities of practice
- to assist in achieving curriculum mastery
- to promote and encourage a culture of life-long learning
- to encourage excellence in the classroom by ensuring teacher competence and confidence.

Training programmes and workshops

Provinces offer quarterly professional development programmes, usually at a small cost to members and non-members. See their programmes on the provincial or national (www.naptosa.org.za) websites or contact 012 324 1365.

In addition, the PDI offers workshops in provinces throughout the year. These are often funded, and are, therefore, presented at no cost to participants. Details of the programme are available on the NAPTOSA national website. All bookings are made through NAPTOSA provincial offices – contact details appear on p 3. Booking is essential for all workshops, as space may be limited and logistical arrangements must be made. Some communication is conducted via our social media platforms – members are encouraged to visit and follow our social media pages.

SACE CPTD points for all educators

From January 2017 the Continuing Professional Teacher Development (CPTD) system is applicable to all high and primary school teachers on all post levels and at all types of schools (State and independent). It is not applicable to TVET lecturers. At least 150 Professional Development (PD) Points must be earned in every three years of one's CPTD cycle. The points must come from three different types of professional development activities/programmes:

- Type 1 – Teacher-initiated Professional Development Activities/Programmes
- Type 2 – School-initiated Professional Development Activities/Programmes
- Type 3 – Employer-, Union- and Provider-led PD Activities/Programmes

Most of the professional development workshops offered by the NAPTOSA PDI will have CPTD points allocated to them. The service provider is responsible for uploading the points. *Please check that this has been done after a workshop in which you have participated.*

To sign up for your CPTD points on the CPTD Self-Service Portal, go to www.sace.org.za.

- Click on the *CPTD* tab at the top and choose *CPTD Self-service Portal*.
- You will be taken to the *Sign-Up* screen. Then choose *Educator Sign-Up*.
- Choose *South African Educator* or *Foreign Educator*, as applicable. Enter your details (name, surname, SACE number and ID number). Remember that *ID Number* is a mandatory field. *SAVE*. You will be taken to a screen with your personal details to complete. Once you have filled in the information, *SAVE*. You will be taken back to the *Login* screen and will need to give your *USERNAME* and *PASSWORD* (Please save them somewhere where they will not get lost. Your username and password will also be sent by SMS to your cell phone.) Then choose *Educator Login* on the same screen. Enter the *USERNAME* and *PASSWORD* as they were when you received them. Fill in your qualifications, subjects, etc. You can now navigate through the self-service portal.



A proud member of



Climate Justice Campaign

The United Nations' Sustainable Development Goal No. 13 is "To take urgent action to combat climate change and its impacts" because it is affecting every country on every continent, disrupting national economies and affecting lives. The Paris Agreement on climate change, 2015, describes climate change as "...a global emergency that goes beyond national borders [and]... an issue that requires international cooperation and coordinated solutions at all levels".

NAPTOSA is a supporter of the fight against climate change and, based on a mandate from Education International, played an active role in the development of FEDUSA's Climate Change Policy, adopted in December 2021.

The policy represents the federation's formal commitment to address the climate change crisis that has engulfed South Africa, the region and the globe and is the culmination of discussions held across key sectors of FEDUSA, such as water, mining, transport, education and energy, under the theme: "No Jobs on a Dead Planet: Just Transition Now".

The policy is a step away from mere rhetoric to action in the transition to a low carbon economy in which each of the federation 's affiliates will play an active role.

Climate change compromises our children's futures and creates anxieties and uncertainties for future generations. NAPTOSA therefore implores every member to play their part in combatting climate change as the ecological crisis continues to threaten humanity.

We have waited too long to deal with the climate crisis – let's act now!!!



A proud affiliate of



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

Empowering the educator to transform lives



The welfare of the educator is of supreme importance to the Education Labour Relations Council (ELRC) and this duty is fulfilled through the core services offered by the Council, which are **Dispute Resolution Services** and **Collective Bargaining Services**.

In its effort to capacitate Dispute Resolution Practitioners (DRPs), the Council will be convening Capacity Building workshops in all nine provinces for the 2025/26 financial year to deal with the trends and dynamics of the evolving labour relations, including but not limited to ELRC constitutional; recent case law on promotions; dismissals disputes and on its Collective Agreements. Having noted the increased number of sexual misconduct allegations levelled against educators, the Council continues to sensitise the DRPs in its trainings to disseminate the message to its members to refrain from having sexual relationships with learners. The lifelong effect of such trauma is devastating for the child and places the educator at risk of not only being dismissed, but also results in permanent removal from the profession. The Council has partnered with the South African Judicial Education Institute (SAJEI) to provide training to Commissioners dealing with sexual misconduct cases in terms of Collective Agreement No. 3 of 2018 (*Inquiry by Arbitrator*), to ensure that we deepen their understanding of how to deal with children's evidence during the arbitration process and to comply with the Constitutional imperatives of the children's best interest in the process. Commissioners are also sensitised to indicate in the awards that the names of educators must be submitted to the Department of Social Development for inclusion in the Child Protection Register, in terms of the Children's Act 38 of 2005. Advocacy campaigns will be undertaken across the country in the 2025/26 financial year and the outer years, with a key focus on the rights of the child in relation to sexual misconduct cases.

The Council is committed to the expeditious resolution of disputes. Commissioners from everywhere in the country are allocated cases to facilitate speedy resolution of cases, so that educators can be in class at all times, teaching our learners.

In conjunction with its core mandate, the Council also seeks to address prevailing issues of the day that affect educators. These include the stressful conditions under which educators operate, including bullying and attacks by learners; as well as lack of school security in some areas. As part of its strategic objectives, the Council monitors the implementation of teacher wellbeing activities as well as strategies to ensure safety in schools at the provincial level. The Council continues to collaborate with other education stakeholders in the Teacher Appreciation Support Programme (TASP) to show appreciation to teachers and their invaluable contribution to the public schooling system, and society as a whole.

In an effort to strengthen its strategies to maintain labour peace in public education, the Council's focus is to implement a Labour Management Partnership Programme for the basic education sector. The Programme has been launched in all nine provinces and at the district level. The second phase is currently underway to pilot the Programme in four provinces in the 2025/26 financial year.

Parties to Council agreed to embark on a special dispensation to improve the conditions of service of Grade R practitioners, which includes ensuring that all practitioners who are underqualified or unqualified are given an opportunity to improve their qualifications to be converted to teachers and enjoy better conditions of service. The dispensation will ensure that qualified Grade R practitioners who are not appointed in terms of the Employment of Educators Act, are permanently appointed as educators once posts and funding are available. It is important to note that this process is still at discussion level.

Contact us

Tel: (012) 663-7446

Fax: (012) 643-1601

Email: enquiries@elrc.org.za

Website: www.elrc.org.za



Dispute related queries

Mr M Matlose

Tel: 060 560 2536

Email: MatloseM@elrc.org.za

NAPTOSA COMMERCIAL BENEFITS

NAPTOSA has negotiated a number of commercial benefits on behalf of its members. These benefits are constantly enhanced with members' needs in mind.

Information on available benefits can be obtained from the NAPTOSA website or from NAPTOSA offices. For the website go to www.naptosa.org.za and click on "Membership" and then "Commercial Benefits".

NAPTOSA FUNERAL BENEFIT

Membership of the NAPTOSA Family Funeral Scheme, which includes a Family Assistance Benefit, underwritten by SAFRICAN, is an automatic benefit of paid-up membership of NAPTOSA. The monthly premium comes out of the member's NAPTOSA membership fee. The benefits are the following:

- Family Funeral Benefit**

Principal Member	R20 000
Spouse (Up to two)	R20 000
Child 14 – 21 years	R20 000
Child 6 - 13 years	R10 000
Child 1 – 5 years	R10 000
Child 0 – 11 months	R5 000
Stillborn	R5 000

A R20 000 death benefit is payable to the nominated beneficiary upon the death of a fully paid-up member in good standing, up to the age of 65. This benefit is extended to retired members, **provided** that they are registered as NAPTOSA Associate Members within three months of retirement and pay the applicable annual fee in full and in advance.

- Additional Value Added Services are available on the website**

All Nomination of Beneficiary Forms must be submitted (*and updated regularly*) by the Main Member to their provincial office to ensure swift claim payments. Beneficiary forms/Member Update Forms can be downloaded from www.naptosa.org.za



AS A NAPTOSA MEMBER YOU QUALIFY FOR THE FOLLOWING BENEFITS:





Family Assistance Benefit.



Competitive Rates under the NAPTOSA Group Scheme and access to great rewards!



All members are automatically covered for a R20 000 family funeral plan!



State of the art Professional Development Activities! Invite us to your school to train staff members.



Premier Gap Cover at R338 per family, per month!



Massive Discounts on new Kia Vehicles!



Pay only Cost+2% on a wide range of selected new Vehicles!



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

Empowering Education: NAPTOSA's Approach to School Safety in South Africa

Safe Schools = Safe Nation Campaign

In the heart of South Africa's education system lies a critical concern: school safety. NAPTOSA stands at the forefront of change, propelled by the campaign "Safe Schools = Safe Nation." This call urges members of the education sector and society at large to unite in prioritising the safety of our educational spaces. But to truly address this pressing issue, we must delve into the nuances, complexities, and solutions that underpin it.

Teacher Rights vs. Learner Rights:

Educators are tasked with fostering an environment where both teachers and learners can thrive. Yet, in their pursuit of knowledge and growth, they encounter the delicate balance between the rights of educators and the rights of learners. NAPTOSA advocates for teacher rights – the right to work in an environment free from fear, intimidation, and violence. Simultaneously, we champion learner rights – the right to receive an education in an atmosphere that nurtures safety, respect, and dignity. Achieving this balance demands careful approaches, transparent communication, and collaborative problem-solving.

Understanding Different Forms of Violence in Schools:

Violence in schools manifest in different forms, each casting a shadow over the educational journey of our youth. From sexual and physical aggression to verbal harassment, bullying, and the insidious spectre of cyberbullying, no facet of violence can be overlooked. To combat this pervasive issue, we must first understand its roots. Poverty, inequality, societal pressures, and cultural norms all contribute to the tapestry of violence woven into our educational landscape. Through education, awareness, and targeted interventions, we can dismantle these barriers and cultivate a culture of empathy, understanding, and non-violence.

The Impact of Infrastructure, Overcrowding, and Other Factors:

Schools stand as pillars of learning, but they are also shaped by the infrastructure, resources, and conditions within which they operate. The impact of dilapidated buildings, overcrowded classrooms, and inadequate facilities reverberate throughout our educational system. These structural challenges not only compromise the physical safety of our learners and teachers but also hinder the learning process itself. We must advocate for equitable access to resources, invest in infrastructure upgrades, and reimagine educational spaces that inspire, empower, and protect. #GoPublic #FundEducation

Strategies for Creating Safe and Inclusive Learning Environments:

Creating safe and inclusive learning environments requires a holistic and proactive approach. It begins with fostering a culture of respect, empathy, and diversity – one that celebrates the unique identities and experiences of every individual. Anti-bullying efforts, programs to resolve conflicts peacefully, and practices that focus on restoring relationships instead of punishing, serve as important tools to fight against violence. Partnerships with community organisations, mental health professionals, and the local police offer invaluable support in addressing the root causes of violence and fostering holistic well-being.

As members of the teaching profession, we have a responsibility not only to educate but also to advocate for the safety and well-being of our learners and colleagues. Through collective action, compassionate leadership, and unwavering dedication, we can forge a path towards safer schools and brighter futures.

NAPTOSA calls on all stakeholders, to support the "Safe Schools = Safe Nation," campaign and stand united, as we strive to empower the next generation with the tools, they need to thrive in a world free from violence and fear.



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

STATE EMPLOYEES' BENEFITS AND CONDITIONS OF SERVICE

NOTES:

- The information below was correct at the time of publication.
- The information is not intended to be exhaustive.
- Members with specific queries relating to differing personal circumstances are encouraged to contact their provincial NAPTOSA offices for more detailed information.
- Aspects of service conditions are continually under review. NAPTOSA has the opportunity of providing input and will notify members of any changes.
- The State benefits and conditions of service apply to TVET College lecturers and support staff employed by the Department of Higher Education and Training.
- **NB: Provincial policies may sometimes differ. Contact your NAPTOSA office to check how your provincial department is interpreting and applying the provisions.**
- Staff employed by governing bodies or college councils (see p 27).

SALARY

EDUCATORS

- 1 The salary scale consists of 432 notches. There are no automatic annual increments. Progression along the salary scale, to the maximum notch of the applicable post level, is by way of appraisal. New educators appraised satisfactorily qualify for their first progression notch after 24 months (in the 3rd year of service).

- 2 Cost-of-living salary increases, as negotiated in the PSCBC, will take effect on 1 April of a year.

- 3 **Minimum and maximum salary notches applicable to educator posts:**

Post level 1: *Teachers and TVET lecturers with REQV 13* (Grade 12 + 3 years' relevant training) – minimum notch 108; maximum notch 268.

Teachers and TVET lecturers with REQV 14 or higher (Grade 12 + 4+ years' relevant training) – minimum notch 164; maximum notch 326.

Post level 2: *Departmental Heads and office-based or TVET Education Specialists* – minimum notch 210; maximum notch 392.

Post level 3: *Deputy Principals* and office-based or TVET *Senior Education Specialists* – minimum notch 244; maximum notch 408.

Post level 4: *All principals* – The salary range is determined by the grading of the school, which is based on the size of the departmental staff establishment. Minimum and maximum notches are 210 and 362 (P1 Principals); 244 and 392 (P2); 280 and 420 (P3); 309 and 426 (P4); 350 and 432 (P5). (Some TVET campus managers are also appointed to post level 4 posts.)

Post level 5: *Deputy Chief Education Specialists* (office-based) – minimum notch 286; maximum notch 311, where after notches 1-109 of the inclusive remuneration package apply. *Deputy Chief Education Specialists (TVET)* – minimum notch 286, maximum notch 311.

Post level 6: *Chief Education Specialists* (office-based) – inclusive remuneration package notches 33-121.

- 4 An educator on post level 1 with at least REQV 14 (or an educator in a promotion post with three or more years' training) who obtains an improved qualification related to his/her scope

- of work, leading to enhanced performance and service delivery, and which improves his/her REQV, will receive, *on application*, a non-pensionable, fully taxable cash award of 10% of notch 164. An educator on post level 1 and on a salary notch below 164 will move to notch 164. For that adjustment to be effective from the date of the new qualification, the department must be notified within 12 months.
- 5 On promotion to a higher post level an educator will be placed on the minimum applicable notch (within the salary range applicable to the higher post level) that will effect an increase of at least 6% (i.e. 12 notches, because differences between notches is 0,5%). An educator who accepts a position at a lower level should be aware that this will result in a reduced salary.
 - 6 An educator meeting the criteria and formally nominated by the School Governing Body to act in a promotion post will receive an allowance of 6% or the difference between his/her salary and the starting notch applicable to that higher post level (*whichever is the greater*), provided that the period of acting is longer than 6 weeks in the case of a vacant substantive post or 12 weeks if the permanent incumbent is on maternity, sick or study leave or has been suspended or seconded. In both cases the acting period is limited to a maximum of 12 months.
- than once); from level 9 to 10 and from level 11 to 12 after 15 years' continuous service on those salary levels. In all cases the average appraisal assessment over the last 2-year period must have been satisfactory.
- 4 Accelerated progression will allow 30% per year of employees on levels 4, 5, 6 or 7 who perform above satisfactory for 12 years cumulatively to move to levels 5, 6, 7 or 8 respectively. According to the same criteria, those on levels 9 and 11 will progress to levels 10 and 12 respectively.
 - 5 An employee who obtains an improved qualification related to his/her scope of work and leading to enhanced performance and service delivery, will receive, *on application*, a non-pensionable, fully taxable cash award of 10% of his/her annual salary, to a maximum of 10% of salary level 8.1 (R 31 679, 10 in the 2019/20 financial year). The award applies to one additional qualification only and is not payable if the employee received a State-funded bursary for his/her studies.

NOTE: Resolution 1 of 2025 includes a Cost of Living Adjustment (COLA) for the 2026/27 financial year, effective from 1 April. The adjustment will be based on the Consumer Price Index (CPI), with a guaranteed minimum increase of 4% if CPI falls below this level, and a capped maximum increase of 6% if CPI exceeds 6%.

NON-TEACHING STAFF

- 1 The salary system consists of 12 levels. Level 1 has 5 notches and levels 2-12 have 12 notches each. Progression along the salary level (1.5% per year) is by way of appraisal according to the PMDS. New public servants appraised satisfactorily qualify for their first progression notch after 24 months (*in the 3rd year of service*).
- 2 Cost-of-living salary increases, as negotiated in the PSCBC, will take effect on 1 April.
- 3 Grade progression: From salary level 1 to 2 after 5 years' continuous service; from level 2 to 3 after 20 years' service on levels 1 and 2; from levels 4, 5, 6, 7 to levels 5, 6, 7, 8 respectively after 15 years' continuous service on a salary level (but no employee will grade progress more

BENEFITS

LEAVE

(Limited space forbids the inclusion of all details in this summary. Members should contact their provincial NAPTOSA offices for fuller information.)

1 Annual Leave

- 1.1 **Institution-based educators** are regarded as being on leave during school holidays, but, **with a term's notice**, educators may be required to be involved in up to 80 hours' (per annum) professional



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach



OLDMUTUAL

HOLISTIC PROTECTION. Two ways to secure your family's future.

For complete peace of mind, ensure every aspect of your family's well-being is covered. Our Funeral Insurance handles immediate needs with dignity, while Life Insurance safeguards their lifestyle, no matter what life brings.

Connect with your Old Mutual Adviser, visit your nearest branch, or SMS "NAPTOSA" to 43182.



DO GREAT THINGS EVERY DAY

Old Mutual Life Assurance Company (SA) Limited is a licensed FSP and Life Insurer. Ts & Cs apply.

development training during holidays. No leave is accumulated.

- 1.2 **Office-based educators** are allocated 22- (*fewer than 10 years' service*) or 30 (*10 or more years' service*) working days' leave per full calendar year (calculated proportionally if appointed after 1 January), to be utilised (preferably consecutively) on application and with regard to service delivery requirements. At least 10 working days' leave must be taken during the year; any remaining days must be taken before 30 June the following year or they will be forfeited. If a leave application is denied and not re-scheduled by the end of the following June, the leave must be paid out – on the educator's written request.
- 1.3 **Non-teaching staff** at schools are entitled to 27 working days' annual leave, but those completing 10 years' continuous State service will have their annual leave allocations increased to 30 working days. At least 22 of the leave days must be taken during school holidays. If an employee is not required at the institution during other school holiday periods, he/she will have paid time off.

2 Sick Leave

Sick leave is not an automatic entitlement – one has to be medically unfit to utilise it. Abuse of sick leave could result in disciplinary charges.

- 2.1 **Normal Sick Leave:** 36 working days' leave with full pay is available per 3-year cycle (*pro rata* for temporary employees). A new cycle began on 1 January 2025. A medical certificate, signed by a registered medical practitioner and containing prescribed information, is needed for an absence of 3 or more days, but may also be requested for shorter absences if abuse or a pattern of utilisation of sick leave is detected. If one has been absent on more than 2 occasions during an 8-week period, a medical certificate must be submitted regardless of the length of the absence. Leave applications for scheduled procedures must be submitted in advance.

In the case of an emergency procedure or sudden illness/injury the employee must notify his/her supervisor immediately and submit a leave form within 5 working days.

- 2.2 If normal sick leave has been exhausted and the employee needs to be absent owing to incapacity that is not permanent, **Temporary Incapacity Leave** may be granted by the department on the recommendation of a Health Risk Manager. The *relevant form* must be submitted, together with a medical certificate and as much supporting documentation as possible. Leave applications for scheduled procedures must be submitted in advance. In the case of an emergency procedure or sudden illness/injury the employee must notify his/her supervisor immediately and submit a leave form within 5 working days.
- 2.3 **Permanent Incapacity Leave** of up to 30 working days may be granted to an employee deemed permanently medically unfit, while the situation and future employment are investigated.
- 2.4 **Leave for Occupational Injuries and Diseases and Special Leave for Quarantine** are also provided for. *Contact your provincial NAPTOSA office for details.*

3 Pregnancy/Childbirth

- 3.1 **Maternity Leave:** 4 consecutive months' leave on full pay starting at least 14 days before the expected confinement (or not later than the date of a premature birth) and ending no fewer than 6 weeks after the birth (unless medical approval is given for an earlier return to work).
- 3.2 **Pre-natal Leave:** 8 working days per pregnancy for pregnancy-related medical examinations and tests. (Part of a day may be taken). Absence from duty resulting from medical complications during pregnancy must be covered by normal sick leave.
- 3.3 **Paternity Leave:** An employee may take 3 working days' leave if their spouse/ life partner gives birth to a child or if they



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

adopt a child who is younger than 2 years. They may also apply for up to 5 working days' family responsibility leave (refer to 5 below), annual leave (if office-based) or up to 184 days' unpaid leave.

(The BCEA was amended with effect from 1 January 2020 to provide for 10 consecutive days' unpaid parental leave – please check with your employing Department)

- 3.4 **Surrogacy leave:** An employee who is a commissioning parent in a surrogate motherhood agreement contemplated in the Children's Act, 2005, is entitled to four (4) consecutive calendar months paid leave commencing from the date of the birth of the child. If both commissioning parents are employed in the public service, only one (1) such parent will qualify for the surrogacy leave.

An application for surrogacy leave must be supported by a surrogate motherhood agreement, confirmed by the High Court, as required by the above-mentioned Act.

An employee who is a **surrogate mother**, in terms of a surrogate motherhood agreement is entitled to six (6) consecutive weeks maternity leave.

- 4 **Adoption Leave:** Up to 45 working days if the child is younger than 2 years. If both spouses/life partners are public service employees, both qualify for Adoption Leave, provided that the combined number of days taken do not exceed 45 working days.

(The BCEA was amended with effect from 1 January 2020 to provide for 10 consecutive weeks' unpaid adoption leave – one parent – please check with your employing Department).

- 5 **Family Responsibility Leave:** A maximum of 5 working days per year may be taken on full pay if one's spouse/life partner gives birth or if one's spouse/life partner or child is sick. A maximum of 5 working days per year with full pay may be taken if one's child of any age (including son/daughter-in-law), spouse, life partner or other immediate family member (includes parent,

adoptive parent, parent-in-law, sister/brother-in-law, grandparent, adopted child, stepchild, grandchild, sibling) dies. Up to an additional 5 working days per year on full pay may be utilised if one has a child with severe special needs. Documentary proof of the birth, illness, death, or severe special needs must be submitted. If extra leave is required, available annual leave (office-based educators and non-teaching staff only), any accrued/capped leave or unpaid leave (up to 184 calendar days) may be applied for. School-based educators may also utilise their urgent private affairs leave allocation (see 6 below).

- 6 **Special Leave for Urgent Private Affairs** (*applies to school-based educators only*) – for attending to urgent, unforeseen private matters that necessitate an educator's absence from work.

A maximum of 14 days per calendar year may be taken as family responsibility leave (see 5 above) **and/or** urgent private affairs leave, unless special circumstances relating to family illness or death warrant further leave at the discretion of the department. (*Example:* If 2 days are taken for a child's illness and 5 days for a parent's death, up to 7 days may be used for urgent private affairs, provided the criteria are met).

UPA leave is not applicable to non-teaching public service staff and office-based educators, who must utilise annual leave for such eventualities.

- 7 **Special Leave**

- for **Professional and Personal Development and for Religious Observances** (a maximum of 3 working days per year)
- for **Study purposes**
- for **Examination purposes** (the day on which a departmentally approved exam is written and one working day beforehand to study)
- for **Participating in Sporting, Cultural and Other Events**
- in **Extraordinary Circumstances**

(Contact your provincial NAPTOSA office for more information)

- 8 Unpaid Leave:** A maximum of 184 consecutive days, but one's sick leave allocation and an office-based educator's annual leave allocation will be reduced for every consecutive 15 days' unpaid leave taken. A maximum of 120 consecutive days **Unpaid Leave for Continuity of Service** may be granted.

(Contact your provincial NAPTOSA office for details)

PENSIONS

- 1 Permanent State employees** will be admitted to the Government Employees Pension Fund (GEPF). (Temporary employees – see p 27) A contribution of 7.5% of the gross salary will be deducted from the employee's salary every month. The employer currently contributes at a rate of 13%.

- 2 Buying back pensionable service**

It is possible – but expensive – to buy back pensionable service to one's 18th birthday or for other periods. (Contact the department or your NAPTOSA office for details.)

Employees who return to service after a break of fewer than 36 months may buy back the pensionable service for which they were paid out, provided they apply within a year of returning.

- 3 Two-pot system (w.e.f 1 September 2024)**

A once-off seed amount equal to 10% of your retirement benefit (**up to R30,000**) will be added to a savings pot.

One-third of contributions – *equivalent to four months of every year of pensionable service* – will be allocated to the savings pot.

You can withdraw from the savings pot once a year if the balance is more than **R2,000**.

Withdrawals are taxed at your normal tax rate.

Two Thirds of contributions – *equivalent to 8 months of every year of pensionable service* – will go into a retirement pot, which cannot be

accessed until retirement – even if you resign or are retrenched.

If you resign, you can transfer all benefits to another approved fund or keep your retirement service years with GEPF as a deferred pension.

Vested service refers to your years of service up to 31 August 2024.

After 1 September 2024, vested service will still be used to calculate both your gratuity and pension income at retirement.

No new contributions or service years will be added to the vested pot.

Years of service will be split between the savings and retirement pots – meaning withdrawals from your savings pot, will reduce the portion of service counted toward your long-term retirement benefits.

- 4 Divorce**

If a share of a GEPF member's pension benefit is granted to a former spouse by a court as part of a divorce order complying with section 7(8) of the Divorce Act, the amount is payable soon after the divorce and not when the GEPF member leaves service. The former spouse will be given 120 days in which to choose whether to receive the benefit in cash or to have it transferred to another pension fund. The GEPF will, at that time, reduce the member's number of years of pensionable service based on the amount paid to the former spouse. The service reduction will influence the member's pension benefits when he/she eventually exits the pension fund through retirement, resignation or death, because the number of years of pensionable service is one of the main elements on which pension calculations are based.

RETIREMENT

(Applicable to employees contributing to the Government Employees Pension Fund)

- 1 Retirement is compulsory** at the end of the month in which you turn 65. In terms of certain regulations, however, some educators meeting strict criteria may request to teach until the end of that year. (Contact your NAPTOSA provincial



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

office well in advance for further information and advice and for the necessary forms). See 6 below for information on retirement before the age of 65.

- 2 90 days' notice must be given by submitting all relevant forms correctly completed.
- 3 A monthly pension is payable on retirement only if one has contributed to the pension fund for at least 10 years.
- 4 On retirement after **at least 10 years' pensionable service** you will receive the following benefits:
 - 4.1 **Annuity** (your pension, one-twelfth paid each month), calculated as follows:

Multiply period of pensionable service by average of last 24 months' salary and divide the total by 55. To this annual amount add R360 (Civil Allowance). (Provided that you have not withdrawn from the savings pot)
 - 4.2 **Gratuity** (lump-sum payment, partly taxable) calculated as follows:

Period of pensionable service x 6.72% x average of last 24 months' salary. (Provided that you have not withdrawn from your savings pot)
 - 4.3 **Leave gratuity** if applicable (fully taxable lump-sum pay-out for any accumulated capped leave)
 - 4.4 **Pro rata bonus**
 - 4.5 **Accumulated housing savings**, if applicable (see HOUSING 2.1 on p 24)

You may, however, when you retire, choose to receive a smaller annuity ($\div 57$ instead of 55) or a smaller gratuity ($\times 5.85\%$ instead of 6.72%) in order that your surviving spouse will receive 75% (instead of 50%) of your pension on your death. Complete the necessary form to exercise this choice.
- 5 A retiring employee with **fewer than 10 years' pensionable service** will receive a gratuity (lump sum) equal to his/her actuarial interest in

the pension fund. Contact your NAPTOSA office for details.

A **leave gratuity, pro rata bonus** and any applicable **accumulated housing savings** (see HOUSING 2.1 on p 24) are also paid.

6 Voluntary early retirement

- 6.1 All employees have the right to retire **at or after the age of 55**, but their benefits, calculated as in 4.1 and 4.2 above, will be reduced by 0.33% for every complete month between the retirement date and the age of 60.
- 6.2 Educators who were employed before 1 May 1996 and who have completed at least 10 years' actual, uninterrupted, pensionable service have the right to retire **at or after the age of 50**, but their pensions and gratuities will be reduced as in 6.1 above.
- 6.3 Other educators between the ages of 50 and 55 *may apply for permission* (it's not a right) to retire early. Written application must be made to the department at least 3 calendar months in advance.
- 6.4 Notwithstanding the above, the Public Service Act (s.16(6)(a)) makes provision for public servants to retire before the age of 60, without penalty, *if sufficient reason exists*. This is not a right that may be demanded, and approval is entirely a departmental prerogative, as the department will have to pay the penalty amount to the GEPPF.
- 6.5 Employees who are **60 years and older** may retire with no reduction in benefits. Their annuities and gratuities will be calculated as in 4 above.
- 6.6 A **leave gratuity, pro rata bonus and accumulated housing savings** (if applicable) are also payable.

7 Early retirement on grounds of ill-health

- 7.1 Early retirement (i.e. before the age of 60) is possible on the grounds of ill health not occasioned by one's own fault. If the



What is Gap Cover and is it affordable?

What is Gap Cover?

Gap cover is a short term insurance product that helps protect you from medical expense shortfalls, which happen when your doctor charges more than the medical aid rate for in-hospital treatment, or the hospital charges co-payments for operations. These unanticipated expenses can leave you with an unexpected financial burden that you will have to pay for.

Will it cover my whole family?

Turnberry's Gap Cover Plan is the umbrella sheltering your entire family. All of the plans offer a vast range of benefits to cater for unforeseen medical expense shortfalls with additional benefits. The rates are per family per month.

Are the rates affordable and why do I need Gap Cover if I have medical aid?

Turnberry offers different products to suit a range of diverse needs and financial requirements to suit your family's needs and give you peace of mind.



Is it worth having the extra expense on a month basis?

Gap cover has become an essential component of any financial portfolio to protect you against potentially crippling medical expense shortfalls, no matter how young and healthy you are. Often, it is the unforeseen that can result in the most significant medical expense shortfalls, but with gap cover in place you can protect your financial wellbeing alongside your physical health.

Turnberry's Unique Benefits (this depends on the plan – T&C's apply)

- Cancer Benefits
- MRI and CT Scan Cover
- Casualty benefits for Accident and Critical Illness
- Personal Accident Benefit
- Robotic Surgery Cover
- Access to International Travel Insurance

Turnberry's Promise of Excellence

Provided that all required documentation is received, valid claims are settled within 10 working days.

These can be submitted on-line or via a claim form.



naptosa@smollan.com

Lumbar and other intervertebral disc disorders

Amount Charged: R209 263,47
Amount Paid by Medical Aid: R51 784,90
Amount Paid by Turnberry: R139 831,65

Unstable Angina

Amount Charged: R149 921,22
Amount Paid by Medical Aid: R47 047,10
Amount Paid by Turnberry: R102 874,12

Delivery by Caesarean

Amount Charged: R39 000,00
Amount Paid by Medical Aid: R6 438,70
Amount Paid by Turnberry: R32 195,50

application is employee-initiated, it is subject to the recommendation of a Health Risk Manager and the approval of the provincial education department. As much supporting documentation as possible should be submitted with the relevant form.

- 7.2 After **10 years' pensionable service**, for the purposes of calculating one's annuity and gratuity the length of one's pensionable service is increased by the lesser of (i) one-third of one's pensionable service or (ii) the difference between one's age and 60 years, but *not exceeding five years* in either case. The annuity and service gratuity are then paid as explained in 4 above.

- 7.3. **Fewer than 10 years' pensionable service**, a gratuity is payable, as follows:

15.5% x average of last 24 months' salary x period of pensionable service x 1%.

- 7.4 A **leave gratuity, pro rata bonus** and any applicable **accumulated housing savings** (see HOUSING 2.1 on p 24) are also payable.

RESIGNATION

(Applicable to employees contributing to the Government Employees Pension Fund)

- 1 An educator may resign from departmental service by giving written notice, on the relevant form, of 90 days, or such shorter notice as the school and head of the provincial department may approve.
- 2 Employees who resign must, prior to the last day of service, make a **written choice** (on the relevant form) between

either (a) receiving a cash lump sum (partially or fully taxable), which is paid automatically by the Department of Finance upon the provincial education department's



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

- receipt of a resignation form bearing a bank account number;
- or (b) having the pension benefit transferred tax-free into an approved retirement fund (e.g. retirement annuity). In this case the relevant form must be completed by the new fund, giving the name and account number of the fund into which the money must be paid. The rules of the new fund are immediately applicable after the transfer.
- 3 Irrespective of the choice in 2 above, the resignation benefit will be equal to the member's actuarial interest in the pension fund.
 - 4 For more details about the calculations and the implications *contact your NAPTOSA provincial office before submitting your resignation form.*
 - 5 No *pro rata* bonus is paid if one resigns and any accumulated (capped) leave, housing savings and continued medical aid subsidy are forfeited.

(not the estate) if the deceased was in a relationship.

- 1.4 **A spouse's pension** is paid (only if there is a spouse/registered life partner) equal to half of the annuity calculated as if the deceased had reached the age of 60.
- 1.5 **Child's pension:** maximum of 25% of the deceased GEPF member's pension is payable to any eligible child under 22 or permanently physically or mentally disabled and unable to provide for his/her maintenance. The pension will be reduced proportionally depending on the number of children and whether or not pension is payable to the spouse. The minimum per child will, however, remain at 10%.
- 1.6 **Leave gratuity:** A taxable lump-sum payment in lieu of any accumulated (capped) leave.
- 1.7 **Pro rata bonus**
- 1.8 **Funeral benefit** (see below)
- 1.9 **Accumulated housing savings** (if applicable – see HOUSING 2.1 on p 24)

DEATH BENEFITS

(Applicable to employees contributing to the Government Employees Pension Fund)

- 1 **After at least 10 years' pensionable service**
 - 1.1 **Gratuity:** A lump-sum payment equal to the *gratuity* and *five times the annuity* which would have been payable had the employee retired on the date of death. (See RETIREMENT 4.1 and 4.2 on p 20)
 - 1.2 For the purposes of calculating the gratuity the pensionable service will be increased by the *lesser* of (i) one-third of the pensionable service or (ii) the difference between his/her age at death and 60 years, but *not exceeding 5 years* in either case.
 - 1.3 One may nominate the **beneficiary (ies)** of one's gratuity by submitting the appropriate form – valid only if one dies in service. (See 3.1 below regarding death after retirement). If that is not done, the amounts owing on death will be paid into the estate if the deceased was single, or to the surviving spouse/registered life partner

- 2 **After fewer than 10 years' pensionable service**
 - 2.1 A **lump-sum** payment equal to the greater of the person's accrued actuarial interest or his/her average pensionable salary over the last 24 months of service.
 - 2.2 **Spouse's pension** (only if pensionable service + unexpired period of service is at least 10 years)
 - 2.3 **Child's pension** (same criteria as 2.2)
 - 2.4 **Leave gratuity**
 - 2.5 **Pro rata bonus**
 - 2.6 **Funeral benefit** (see below)
 - 2.7 **Accumulated housing savings** (if applicable – see HOUSING 2.1 on p 24)
- 3 **Death of a GEPF Pensioner**
 - 3.1 In the event of death within 5 years of retirement, nominated beneficiaries, dependants or the estate (if there are no

nominated beneficiaries or dependants) will be paid a **lump sum** (gratuity) equal to the total that would have been paid to the pensioner, in terms of annuities, between the time of death and the expiry of the 5 years.

- 3.2 If the pensioner is survived by a spouse/registered life partner, he/she will receive a **spouse's pension** equal to half the amount the pensioner used to receive monthly – or 75% if, on retiring, a decreased annuity or gratuity was chosen in order to ensure a larger spouse's pension. (See RETIREMENT 4 on p 19)
- 3.3 **Child's pension** (see 1.5 p 22)
- 3.4 **Funeral benefit** (see below)

FUNERAL BENEFITS

(Applicable to employees contributing to the Government Employees Pension Fund and to GEPP pensioners)

- 1 Funeral benefits (taxed) are payable on the death of a serving member or pensioner of the GEPP (R20 000), his/her spouse/registered life partner (R15 000) and eligible child(ren) (R 8 000 per child). Eligible children must have been under 18, or full-time students under 22, or over 18 but disabled and factually dependent, or stillborn babies from the 26th week of pregnancy. R 8 000 is also payable per still birth, provided that the termination of pregnancy was not by choice or self-inflicted.
- 2 The benefits are paid irrespective of the order of deaths.
- 3 If a husband and wife (or two registered life partners) are both eligible GEPP members, a double payment will be due on the first one's death (R 20 000 x 2), as the deceased was both a member and the spouse/partner of a member. When the second death occurs, a member's funeral benefit (R 20 000) will be payable. If an eligible child of such a couple dies, each parent, as a main GEPP member, will be entitled to claim a benefit (R 8 000 x 2). If a couple who were both members were to pass away together, a funeral benefit would be payable for each (R 20 000 x 2).

SERVICE BONUS

- 1 All full-time employees appointed in a permanent capacity qualify for service bonuses. (Temporary employees – see p 27)
- 2 Employees on leave without pay qualify for a bonus. The amount they receive is simply reduced according to the length of service without pay.
- 3 **Payment date:** The bonus is paid at the end of the month chosen by the employee. Serving State employees who did not make a choice by 31 December 2015 continue to receive their bonuses in their birthday months. All new public servants appointed on or after 1 March 2016 are, on appointment, afforded once-off opportunities to choose their bonus payment dates.
- 4 *Pro rata* bonuses are paid in cases of redundancy, retirement or death. No *pro rata* bonus will be paid if one resigns.
- 5 **How much is the bonus?**
 - 5.1 100% of the salary of the month in which the bonus date falls.
 - 5.2 The bonus will be reduced if, for any period in the preceding year, the employee was not in receipt of salary.
 - 5.3 The bonus is not pensionable – it must not be added to your gross annual salary for the purposes of calculating pension and gratuities.
 - 5.4 Tax payable on the bonus is either deducted in 12 instalments from the employee's salary, or – in the cases of temporary or substitute employees (if applicable), permanent employees who have not served for a continuous 12 months and permanent employees who so choose – the tax is deducted from the bonus payment itself.
 - 5.5 The following formula applies:

$$\frac{A \times B}{365} - \left(\frac{C \times D}{365} \right)$$



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

where A represents the number of days that one was in service in the twelve months prior to the month in which one's bonus is paid, B represents 100% of **bonus month's salary**, C represents the number of days in A for which one did not receive salary and D represents the gross monthly salary.

HOUSING *(see also www.gehs.gov.za)*

The Government Employees Housing Scheme has been introduced incrementally since 1 July 2015. Public servants wishing to benefit from this employee housing assistance service are required to enrol with the GEHS online at www.gehs.gov.za or by phoning 0861 123 434. Such enrolment does not constitute an application for a housing allowance – that must still be applied for from the employing education department.

1 Home-owners

- 1.1 A full-time, permanent (temporary – see p 27) public servant employed by a national or provincial department who owns a residential property (with or without a bond) registered in his/her name or jointly in the names of both partners in a marriage qualifies for a housing allowance provided that he/she and/or his/her immediate family occupy the property and he/she is not married to a person who already receives a housing allowance from the State.

The allowance is not payable to employees who receive inclusive remuneration packages.

- 1.2 There is no waiting period. Provided the conditions above are met and the correct documentation is supplied, the allowance is payable from the month in which the application and supporting documents are received, but there might be an administrative delay in the processing of the application.
- 1.3 The housing allowance is R1 900 per month effective from 1 April 2025, irrespective of the size of any bond on the property, and it is paid direct to the employee. The amount

increases annually on 1 July on the basis of the average CPI for the preceding financial year.

- 1.4 If a property is jointly owned and both owners are public servants, whether or not they are married, both could qualify for the housing allowance if they comply with the qualifying criteria.
- 1.5 If a couple is married in community of property, a public servant will qualify for a housing allowance for a home registered in the name of his/her spouse if the title deed is submitted, together with the marriage certificate. If the marriage certificate does not state that the marriage is in community of property, an affidavit to that effect must also be submitted.

2 Tenants (Non-home-owners)

- 2.1 A permanent, full-time State employee (temporary – see p 27) who rents a home occupied by him/herself and/or his/her immediate family and who was in receipt of a housing allowance on **27 May 2015** continues to qualify for a housing allowance of R900 per month.

The difference between that amount and the full value of the accumulated savings will be paid to the employee/beneficiaries. Employees may choose to have the full housing allowance (R1 900) paid into the individual-linked savings facility.

- 2.2 An employee appointed into the public service after **27 May 2015** who does not own a home, and qualifies for the housing allowance, will have the full housing allowance (R1 900) diverted into an individual-linked savings facility.

State guarantee

- 1 State guarantees (which remove the need for deposits when homes are purchased) are available under certain conditions. Applicants must be permanent, at least 21 years old and have at least one year of satisfactory pensionable service. Apply to the department or your provincial NAPTOSA office for details.



Funeral Plan

- Free body repatriation anywhere within South Africa.
- Valid WhatsApp claims paid within 4 hours.

Speak to a **Metropolitan financial adviser** or scan the QR code and chat with us on **WhatsApp 0860 724 724 anytime, anywhere.**

NAPTOSA members receive preferential rates.

Together we can 

www.metropolitan.co.za







Metropolitan is a member of the Metropolitan Group of Companies. All services are provided subject to the terms and conditions of the relevant policy. Please refer to the policy for full details. © 2025 Metropolitan Life Insurance Company of South Africa Limited. All rights reserved.



We keep you on track

with your **financial life goals.**

Talk to us about

-  Funeral cover
-  Life cover and health insurance
-  Saving and investment solutions
-  Retirement income plans and solutions

Let us help you build your financial dreams.

Speak to a Metropolitan financial adviser or scan the QR code and chat with us on **WhatsApp 0860 724 724 anytime, anywhere.**

NAPTOSA members receive preferential rates.

Together we can 

www.metropolitan.co.za



Metropolitan is a member of the Metropolitan Group of Companies. All services are provided subject to the terms and conditions of the relevant policy. Please refer to the policy for full details. © 2025 Metropolitan Life Insurance Company of South Africa Limited. All rights reserved.

- 2 Employees who have, for at least 5 years, had the same property bought with a state guarantee, should apply in writing to their financial institutions for the release of the guarantee to avoid any implications when leaving State service.
- 6 A State employee appointed before 1 July 2006 who received the employer's medical subsidy on 30 June 2006 as a member of another registered medical scheme will continue to receive a subsidy of 66, 67% of the total medical aid premium to a maximum of R1 014 per month – even if he/she moves to a different registered medical scheme, provided membership of the new scheme begins the day after membership of the previous scheme terminates (there must not be even a day's break).

MEDICAL BENEFITS

Permanent staff (Temporary – see p 27)

- 1 Since 1 July 2006 employees who enter State service or who return after a break, as well as serving employees appointed before that date, but who were not by 30 June 2006 in receipt of a State medical aid subsidy, qualify for medical assistance only if they join the Government Employees' Medical Scheme (GEMS).
- 7 Depending on the employee's age and length of service, there is provision for continued medical assistance after retirement (including early retirement), medical boarding or death, provided that he/she (or the spouse in the case of a death) remains the principal member of a registered medical scheme to which he/she had belonged for at least 12 months prior to the termination of service. The subsidy is the same for members of GEMS and open schemes and will be adjusted annually from 1 January. W.e.f. 1 January 2025 the subsidy R1 918 (single member) or R3 836 (member with dependants).

Members of GEMS will receive 75% of their total monthly medical aid premiums, subject to limits adjusted from 1 January every year. The following maximum subsidies apply w.e.f. 1 January 2025: R1 918 (single member of the scheme), R3 836 (member + 1 dependant), R5 008 (member + 2), R6 180 (member +3) and R7 352 (member + 4 or more).

- 2 Employees on salary levels 1-5 who choose the GEMS Sapphire option will have their medical aid premiums fully subsidised, subject to the same limits as in 1 above.
 - 3 An employee who received a State subsidy on 30 June 2006 and thereafter joins GEMS will continue to receive the same monthly subsidy as at 30 June 2006, even if the applicable GEMS calculation would have been less – provided that the amount does not exceed the employee's total monthly contribution to GEMS. If the applicable GEMS subsidy should be more than that previously received, the member will receive the larger amount.
 - 4 If an employee terminates his/her membership of GEMS, the medical subsidy will stop, even if he/she joins another medical scheme.
 - 5 An employee leaving State service for reasons other than retirement may not remain a member of GEMS. If a GEMS member dies, his/her spouse and dependent children or parents will continue to belong to GEMS.
- Members who leave service are encouraged to contact their medical schemes well in advance for information on the possibility of continued membership and on future payments.* If a State subsidy is applicable after retirement, it might be necessary for the member to pay full fees for a few months until the relevant subsidy becomes effective, but over-payments will be refunded. *Contact your provincial NAPTOSA office for advice and for information on your eligibility for continued subsidisation and the amount possibly payable.*

EXPENSES ON MOVING

Provincial policies vary. Contact your provincial NAPTOSA office for information on the possibility of claiming any expenses should you move on **promotion** (from one post level to another) from a State-paid post in one centre to a State-paid post in another. (Departments might specify minimum distances.)

Certain expenses may also be recovered when

an employee moves as a result of **retirement or redundancy**. An employee's family moving in the event of his/her **death** may be able to claim for some expenses. *Contact your provincial NAPTOSA office.*

As there are restrictions on the time periods allowed for such moves and as certain procedures have to be followed and records kept, *members are advised to make their enquiries well in advance.*

In cases where the State will cover costs, members are warned not to authorise any contractors to move their possessions until the relevant education department has approved the expenditure.

LONG SERVICE

On reaching special anniversaries, permanent employees qualify for long service recognition. The amounts are adjusted annually on the basis of the previous year's CPI – those shown below are for anniversaries reached since 1 April 2020. One receives the award applicable when the milestone was reached, irrespective of when application is made.

After 10 years of continuous service – a certificate. The leave allocation of non-educators and of office-based educators will increase to 30 working days per year.

After 20 years of continuous service – cash award (R10 899) and a certificate

After 30 years of continuous service – cash award (R21 797) and a certificate

After 40 years of continuous service – cash award (R29 064) and a certificate

If a long service award is not issued automatically, apply to the provincial department.

BENEFITS FOR TEMPORARY/ CONTRACT EMPLOYEES

(Applies to educators and public servants appointed temporarily or on contract, including substitutes, but excludes casual workers paid daily who work for fewer than 24 hours a month and employees to whom a retirement age applies)

In terms of PSCBC Resolution 1/2007, provincial departments should apply the following provisions:

- 1 Employment shorter than 6 months – The employee should receive his/her basic salary plus 37% thereof in lieu of other benefits (bonus, pension, housing allowance, medical aid subsidy). *Receipt of any of the benefits disqualifies one from receiving the 37% in cash.*
- 2 Employment of 6 months or more – The department may decide to pay the basic salary plus other benefits or the basic salary plus 37% in lieu of benefits. If benefits are provided, the relevant clauses above governing pension, bonus, housing allowance and medical aid apply.

Leave entitlements will be granted on a pro rata basis according to the length of the period of employment.

STAFF EMPLOYED BY GOVERNING BODIES, INDEPENDENT SCHOOL COUNCILS or TVET COLLEGE COUNCILS

- 1 An employment contract, specifying the conditions of service and job description, should be negotiated and signed before the employee takes up the post.
- 2 An example of a written contract is available from *your NAPTOSA provincial office* and terms in your contract may be discussed with the NAPTOSA professional staff members.
- 3 Minimum conditions of service must be in accordance with the Basic Conditions of Employment Act and the Labour Relations Act.
- 4 In terms of the Continuing Education and Training Colleges Act, as amended, the remuneration packages of lecturers and support staff employed by TVET college councils must be the same as those of lecturers and public servants employed by the State.



NAPTOSA



@naptosa_teach



012 324 1365



www.naptosa.org.za



naptosa_teach



naptosa_teach

ACRONYMS and ABBREVIATIONS

AET	Adult Education & Training	LSEN	Learners with Special Education Needs
ATU	Autonomous Teachers' Unions	LTSM	Learning and Teaching Support Materials
BCEA	Basic Conditions of Employment Act	NC(V)	National Curriculum (Vocational)
CAPS	Curriculum and Assessment Policy Statement(s)	NCS	National Curriculum Statement
CCMA	Commission for Conciliation, Mediation and Arbitration	NEEDU	National Education Evaluation and Development Unit
CEM	Council of Education Ministers	NEPA	National Education Policy Act
CET	Community Education and Training	NSC	National Senior Certificate
CPI	Consumer Price Index	NTA	National Teaching Awards
CPIX	Consumer Price Index excluding bond rate	NQF	National Qualifications Framework
CPTD	Continuing Professional Teacher Development	OSD	Occupation Specific Dispensation
CTU	Combined Trade Union	PAIA	Promotion of Access to Information Act
COSATU	Congress of SA Trade Unions	PAJA	Promotion of Administrative Justice Act
DBE	Department of Basic Education	PAM	Personnel Administrative Measures
DHET	Department of Higher Education and Training	PDI	Professional Development Institute
DPSA	Department of Public Service and Administration	PED	Provincial Education Department
DSD	Department of Social Development	PELRC	Provincial Education Labour Relations Chamber
ECD	Early Childhood Development	PFMA	Public Finance Management Act
EE	Employment Equity (Act)	PILIR	Policy on Incapacity Leave and Ill-Health Retirement
EEA	Employment of Educators Act	PL	Post level
EI	Education International	PMDS	Performance Management and Development System
EIA	Education International Africa	POPIA	Protection of Personal Information Act
ELRC	Education Labour Relations Council	PSCBC	Public Service Co-ordinating Bargaining Council
EMS	Education Management Service	QLTC	Quality Learning and Teaching Campaign
FEDUSA	Federation of Unions of SA	REQV	Relative Education Qualification Value
FET	Further Education and Training	SACE	SA Council for Educators
FETCBU	Further Education and Training Colleges Bargaining Unit	SAQA	SA Qualifications Authority
GEC	General Education Certificate	SASA	SA Schools Act
GEHS	Government Employees Housing Scheme	SA-SAMS	SA School Administration and Management System
GEMS	Government Employees Medical Scheme	SDA	Skills Development Act
GEPF	Government Employees Pension Fund	SDL	Skills Development Levy
GET	General Education and Training	SGB	School Governing Body
GPSSBC	General Public Service Sector Bargaining Council	SIAS	Screening, Identification, Assessment and Support
HEDCOM	Heads of Education Committee	SMT	School Management Team
HEI	Higher Education Institution	UPA	Urgent Private Affairs (Leave)
ILC	Independent Labour Caucus	WSE	Whole School Evaluation
ISASA	Independent Schools Association of SA	WTD	World Teachers' Day
LOLT	Language of Learning and Teaching	QMS	Quality Management System
LRA	Labour Relations Act		

GOVERNMENT SCHOOLS (RSA)

Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, North West, Northern Cape, Western Cape			
Term 1 (12) 14 January - 27 March	Term 2 08 April - 26 June (School Holiday: 15 June)	Term 3 21 July - 23 September	Term 4 06 October - 09 (11) December

INDEPENDENT SCHOOLS (RSA)

3 TERM CALENDAR

	Start	Close
Term 1:	Wednesday, 14 January	Friday, 10 April
Half Term:	Close - Thursday, 19 February*	Return - Tuesday, 24 February
Term 2:	Wednesday, 06 May	Friday, 07 August
School Holiday:	Monday, 15 June	
Half Term:	Close - Friday, 26 June	Return - Monday, 06 July
Term 3:	Wednesday, 09 September	Friday, 04 December
School Holiday:	Friday, 25 September	
Half Term:	Close - Thursday, 22 October*	Return - Tuesday, 27 October
* Close at 12h00		

4 TERM CALENDAR

	Start	Close
Term 1:	Wednesday, 14 January	Friday, 27 March
Term 2:	Tuesday, 14 April	Friday, 26 June
School Holidays:	Tuesday, 28 April - Thursday, 30 April & Monday, 15 June	
Term 3:	Tuesday, 21 July	Wednesday, 23 September
Term 4:	Tuesday, 13 October	Wednesday, 02 December

NAMIBIAN SCHOOLS

Please refer to www.moe.gov.na

PHASES OF THE MOON

South African Standard Time

● New Moon				◐ First Quarter				○ Full Moon				◑ Last Quarter			
Month	dd	hh:mm		Month	dd	hh:mm		Month	dd	hh:mm		Month	dd	hh:mm	
								Jan	03	12:02	○	Jan	10	17:48	◑
Jan	18	21:52	●	Jan	26	06:47	◐	Feb	02	00:09	○	Feb	09	14:43	◑
Feb	17	14:01	●	Feb	24	14:27	◐	Mar	03	13:37	○	Mar	11	11:38	◑
Mar	19	03:23	●	Mar	25	21:17	◐	Apr	02	04:11	○	Apr	10	06:51	◑
Apr	17	13:51	●	Apr	24	04:31	◐	May	01	19:23	○	May	09	23:10	◑
May	16	22:01	●	May	23	13:10	◐	May	31	10:45	○	Jun	08	12:00	◑
Jun	15	04:54	●	Jun	21	23:55	◐	Jun	30	01:56	○	Jul	07	21:29	◑
Jul	14	11:43	●	Jul	21	13:05	◐	Jul	29	16:35	○	Aug	06	04:21	◑
Aug	12	19:36	●	Aug	20	04:46	◐	Aug	28	06:18	○	Sep	04	09:51	◑
Sep	11	05:27	●	Sep	18	22:43	◐	Sep	26	18:49	○	Oct	03	15:25	◑
Oct	10	17:50	●	Oct	18	18:12	◐	Oct	26	06:11	○	Nov	01	22:28	◑
Nov	09	09:02	●	Nov	17	13:47	◐	Nov	24	16:53	○	Dec	01	08:08	◑
Dec	09	02:51	●	Dec	17	07:42	◐	Dec	24	03:28	○	Dec	30	20:59	◑

Astronomical information supplied by South African Astronomical Observatory. Abbreviations: dd = day, hh = hour, mm = minute

PERIHELION, APHELION, EQUINOXES AND SOLSTICES											SOLAR ECLIPSES				LUNAR ECLIPSES			
2026	Mon	dd	hh:mm	2026	Mon	dd	hh:mm	Mon	dd	hh:mm	Mon	dd	Type	Visibility (RSA)	Mon	dd	Type	Visibility (RSA)
Perihelion	Jan	03	19:15	Equinoxes	Mar	20	16:46	Sep	23	02:05	Feb	17	Annular	Yes	Mar	02-03	Total	No
Aphelion	Jul	06	19:30	Solstices	Jun	21	10:24	Dec	21	22:50	Aug	12	Total	No	Aug	27-28	Partial	Yes



PROOFING STICKER

<p>Artwork Number 2025001</p> <hr/> <p>Logo Naptosa</p> <hr/> <p>Date 24 June 2025</p>
--

Specifications
A5 PRELIMS / INSERTS

PLEASE APPROVE & RETURN A.S.A.P.

Check your proof for the following:

- | | |
|--|---|
| <input type="checkbox"/> Layout | <input type="checkbox"/> Typography |
| <input type="checkbox"/> No. of pages | <input type="checkbox"/> Spelling & grammar |
| <input type="checkbox"/> Size | <input type="checkbox"/> Pictures & graphics |
| <input type="checkbox"/> Bleed | <input type="checkbox"/> Colour (if applicable) |
| <input type="checkbox"/> Barcode correct | |

- I have carefully & thoroughly proofed all material contained within this job. You have my authorisation to print.
- Corrections to be made, revised proof wanted.

Approved by: _____

Signature: _____

Date: _____

Without this authorisation, returned with the proofs, we cannot proceed. Thank you.

Corrections may require schedule modifications.
Please note that Hortors SA Diaries cannot be held responsible for any errors or omissions that has been signed off by the client.