

Guidelines for the payment of substitute remuneration

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HEMIS classification	
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Institutional functionary (curator) responsible for these guidelines	Chief Director: Human Resources
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The essence of the guidelines

To provide guidelines for the payment of replacement remuneration to employees who act in an SU colleague's position or a vacancy for a longer period of time.

In the event of substitution where the functions of a position cannot be performed because the incumbent is on leave or the position is vacant, internal staff members should perform the duties without additional remuneration. Should the environment head approve the payment of replacement remuneration based on motivated requests, such remuneration shall be payable at **60%** of the base remuneration level (BRL) of the position in which substitution is taking place.

Internal staff members may at no stage be remunerated for more than 40% substitution, irrespective of the actual share of work they perform or the number of acting positions they hold.

The following example serves as illustration:

- Employee X (job level 9) acts in a colleague's position (job level 8) for four months while she is on maternity leave.
- The BRL for job level 8 (in 2019 terms) amounts to R524 875, of which a maximum of 60% (R314 925 per annum, or R26 243 per month) may be paid as replacement remuneration.
- Therefore, employee X may receive a maximum of R10 497 (40% of R26 243) per month for the four months.

1. Supporting documents

Item no.	Name of document	Status (e.g. identified, in process, or approved)
	None	

2. Related documents

Item no.	Name of document	Status (e.g. identified, in process, or approved)
	None	