

**TASK TEAM DEALING WITH BARGAINING UNIT EMPLOYEES IMPACTED BY THE IMPLEMENTATION OF
LEAVE FROM 17 DECEMBER 2015 TO 3 JANUARY 2016**

During December 2015 Transnet required all employees who were not restricted by operational requirements to schedule leave from 17 December 2015 to 3 January 2016 ("the closure period").

If you are in the bargaining unit and you took leave during the closure period as a result of Transnet's decision to implement leave, you are required to complete the attached form and return it, together with supporting documentation, to the following e-mail address by no later than Friday 17 March 2016.


ER.Enquiries@transnet.net

Your submissions will be considered by a task team consisting of representatives of labour and management. The objectives of the task team are to determine:

- The identity of employees affected by implementation of leave during the closure period;
- The extent to which you may have been affected;
- The relief, if any, to which you may be entitled.

You will be advised of the decision of the task team in respect of your submission as soon as practicably possible after your submission has been evaluated and a decision reached in respect thereof.

Submissions after the cut-off date will not be considered. Submissions without supporting documents, where applicable, will be disqualified.



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Chief Human Resources Officer
Date: 02/03/2017

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Group Company Secretary: NE Khumalo

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**FORM IDENTIFYING BARGAINING UNIT EMPLOYEES AFFECTED BY THE IMPLEMENTATION OF LEAVE FROM 17
DECEMBER 2015 TO 3 JANUARY 2016**

Name	
SAP number	
Job title	
Level (L-G)	
Operating division	
Depot/Business Unit/Port	
Union membership	
<p>Did you take leave during the period 17 December 2015 to 3 January 2016. Please provide documentation in support of your response.</p>	
<p>Please state the reason/s that you applied for leave over the relevant period.</p>	
<p>If you allege that you took leave as a result of Transnet's decision to implement leave during this period, please indicate:</p>	
<p>If you were prejudiced by the implementation of leave over this period</p>	
<p>The nature and extent of the prejudice.</p>	
<p>Did you go into a negative leave balance as a result of the implementation of leave? If so, please indicate by how much.</p>	
<p><i>Please include documents in support of your responses.</i></p>	