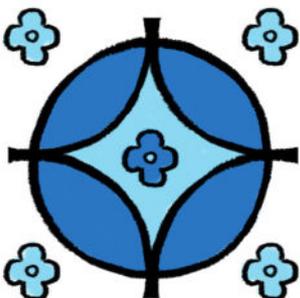


# Volunteer Contract

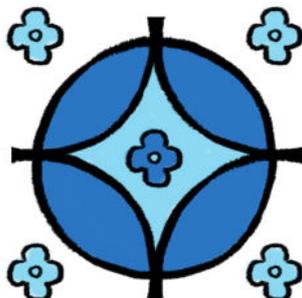
By Dr Guy Stubbs

Narrative by Amie Harms

Artwork by Carissa Gagashi



This contract must be completed and signed by those who are recruited as “volunteers” at the business/organisation/centre. It serves to protect the volunteer as well as the manager/business/organisation/centre and follows the guidelines of the South African Employment Act. \*Ask the manager to help you fill in sections you are not sure about.



## Volunteer Contract

### ENTERED INTO BY AND BETWEEN:

Business or organisation name: \_\_\_\_\_

with address at: \_\_\_\_\_

\_\_\_\_\_

herein represented by \_\_\_\_\_ duly authorized hereto.

(hereinafter referred to as the “MANAGER”)

AND

Full name of volunteer: \_\_\_\_\_

with ID number: \_\_\_\_\_

with address at:

\_\_\_\_\_

\_\_\_\_\_

(hereinafter referred to as the “VOLUNTEER”)



**WHEREBY THE PARTIES AGREE AS FOLLOWS:**

**1. APPOINTMENT**

The **VOLUNTEER**, who hereby accepts the appointment and is appointed as  
a \_\_\_\_\_ for the **MANAGER**.  
(give the volunteer role a name, for example, "ECD practitioner.")

**2. DURATION**

2.1 This agreement will become effective as from \_\_\_\_\_ (add date) and it will  
continue for an indefinite period until it has been cancelled in terms hereof.

2.2 The **VOLUNTEER's** appointment (in the instance of new appointments) is subject to a 2  
(two) month probationary period during which period the **MANAGER** may terminate the  
services of the **VOLUNTEER** for any fair reason. One week's written notice of termination of  
service to the **VOLUNTEER**, prior to the end of the probationary period will be given.

2.3 Substantive and procedural fairness will entail that the **VOLUNTEER** will be given the  
opportunity to state his / her case in response to the allegations being raised and to a  
final decision from the **MANAGER**.

**3. THE VOLUNTEER'S DUTIES**

3.1 The core of the **VOLUNTEER's** duties towards the **MANAGER** is a duty to obey all lawful  
and reasonable orders and to perform such work as she/he is directed to perform which  
falls within his / her vocational ability.

3.2 Without limiting the aforesaid duties, the **VOLUNTEER** is obliged to strictly comply with  
the provision of this agreement, may not misappropriate the **MANAGER's** property, keep  
all information entrusted to him / her confidential and must adhere to the general Code

Volunteer to initial here: \_\_\_\_\_



#### **4. WORKPLACE**

The **VOLUNTEER** will execute his / her duties at the following offices:

\_\_\_\_\_ provided that the **MANAGER** may require the **VOLUNTEER** to execute his / her duties at such a place as may be indicated by the **MANAGER**. Such instructions will be given in writing to the **VOLUNTEER**.

#### **5. SERVICE HOURS**

5.1 Service hours will be from \_\_\_\_\_ until \_\_\_\_\_ on weekdays. It will be expected from the **VOLUNTEER** to work on Saturdays from \_\_\_\_\_ up to \_\_\_\_\_. The **MANAGER** will, however, not expect the volunteer to work more than 45 hours of normal hours of work per week.

5.2 The **VOLUNTEER** will be entitled to a meal interval of thirty continuous minutes. Interruptions will normally not be permitted however operational circumstances may justify an interruption whereupon equivalent time off will be given.

#### **6. REMUNERATION**

The **VOLUNTEER** will be entitled to the following remuneration:

6.1 Monthly remuneration of \_\_\_\_\_ Rands / Points.

6.2 **(OPTIONAL)** An annual bonus equal to one month's salary, payable on the **VOLUNTEER's** birthday month (\*or: at the end of every year during December). This bonus will only be paid after the completion of twelve (12) months of continuous service with the **MANAGER**.

6.3 The **VOLUNTEER** hereby gives permission to the **MANAGER** to deduct all obligatory deduction as authorised by statute from the above remuneration.

Volunteer to initial here: \_\_\_\_\_



6.4 Overtime will be performed when so reasonably requested by the **MANAGER** and the **MANAGER** will remunerate the **VOLUNTEER** according to the Basic Conditions of Employment Act of 1997, as amended.

## **7. LEAVE**

### **7.2 ANNUAL LEAVE:**

7.2.1 The **VOLUNTEER** is entitled to 21 (twenty-one) consecutive days leave on full pay for each and every annual leave cycle.

7.2.2 The said leave shall be granted by the **MANAGER** as from a date determined by him at any time during the 12-month cycle but not later than six months after the completion of a 12-month period.

7.2.3 Upon termination of the **VOLUNTEER's** services the **MANAGER** shall pay to the **VOLUNTEER** his / her full remuneration in respect of any leave which accrued, but not granted to him / her before the date of termination of the volunteering.

### **7.3 SICK LEAVE:**

The **MANAGER** shall grant the **VOLUNTEER** who is absent from work through incapacity during a sick leave cycle of 36 months of volunteering with the **MANAGER** sick leave equal to the number of days the **VOLUNTEER** would normally work during six weeks.

During the first six months of continuous service, the **VOLUNTEER** will be entitled to one day of paid sick leave for every twenty-six days of work.

The **VOLUNTEER** will provide the **MANAGER** with a medical certificate when applying for sick leave. The medical certificate must be issued and signed by a medical practitioner or person who is certified to diagnose and treat patients and who is registered with a professional council.

Volunteer to initial here: \_\_\_\_\_



## **7.4 MATERNITY LEAVE:**

7.4.1 The **VOLUNTEER** is entitled to unpaid maternity leave for a maximum period of 4 consecutive months commencing at any time from 4 weeks before the expected date of birth unless otherwise agreed upon or on a date as certified by a medical practitioner.

7.4.2 The **VOLUNTEER** will inform the **MANAGER** at least 4 weeks before she intends taking maternity leave, of such dates.

7.4.3 The **VOLUNTEER** may not work for 6 weeks after the birth of her child unless a medical practitioner certifies that she is fit to do so.

7.4.4 The **VOLUNTEER** is entitled to commence service after expiry of the maternity leave.

7.4.5 The **VOLUNTEER** will be entitled to maternity benefits in accordance with the provisions of the Unemployment Insurance Act, 63 of 2001 and the **MANAGER** will assist the **VOLUNTEER** in processing her claim against the Unemployment Fund if relevant.

## **7.5 FAMILY RESPONSIBILITY LEAVE**

The **MANAGER** will grant the **VOLUNTEER** during each annual leave cycle at the request of the **VOLUNTEER**, three days paid leave which the **VOLUNTEER** is entitled to take:

7.5.1 When the **VOLUNTEER's** child is born; or

7.5.2 When the **VOLUNTEER's** child is sick; or

7.5.3 In the event of death of the **VOLUNTEER's** spouse, parent, grandparent, child, adopted child or grandchild, brother, or sister.

7.5.4 The **VOLUNTEER** may take family responsibility leave in respect of the whole or a part of a day and the **MANAGER** may require reasonable proof of the reasons for which the leave is required.

Volunteer to initial here: \_\_\_\_\_



**7.6 ACCRUAL OF LEAVE**

7.6.1 Leave may not be accrued by the **VOLUNTEER** and in the event of it not being taken, the **VOLUNTEER** will forfeit it.

**8. PUBLIC HOLIDAYS**

The **VOLUNTEER** is entitled to such public holidays on full pay as are determined by law.

**9. TERMINATION**

9.1 This agreement may be terminated by either party by giving one month's written notice of termination of service the one to the other, provided that such notice must be given on the 1st day of the particular month.

9.2 The period of notice shall not be given during the **VOLUNTEER's** absence on leave as determined herein.

10. CERTIFICATE OF SERVICE

On termination of service, a **VOLUNTEER** is entitled to a Certificate of Service.

THUS DONE AND SIGNED at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Volunteer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness signature:** \_\_\_\_\_

**Manager signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness signature:** \_\_\_\_\_



## Colossians 3:17

And whatever you do, in word or deed,  
do everything in the name of the Lord Jesus,  
giving thanks to God the Father through him.



[www.childvision.co.za](http://www.childvision.co.za)

[www.africanhoneybee.co.za](http://www.africanhoneybee.co.za)