

Living Out Allowance (LOA) Policy

SCOPE:

The scope of this policy applies to all salaried employees of CJA Telecoms whether employed at the official Business address or at whichever location CJA Telecommunication Ltd has operations and staff in the field.

OBJECTIVE:


The specific objective of this policy is to create a sustainable and pre-defined process and protocol for the working of, capturing, processing and effective management of allowable and sanctioned LOA (Living out Allowance) in the workplace.

1. Basic Explanation with regards to LOA and its application:

- 1.1 **Living-Out Allowance” means an allowance** paid to Employees who are assigned to work on a site or sites away from their Usual Place of Residence and where the employee would be expected / required to sleep away from home. **“Usual Place of Residence” means** where the employee under normal working conditions live or reside.
- 1.2 **Should an Employee however agree to relocate to a different region / town LOA would not be payable** in such a case. A once off relocation allowance/assistance package could however be made available by the employer should this be deemed viable and necessary.
- 1.3 LOA provided for by the Company is an allowance provided by the employer to the employee: and is not regulated in any way by labor legislation (BCEA).
- 1.4 LOA is divided up in an Accommodation and Meal Allowance respectively. Specific breakdown of this amount is regulated by the Regional costing of specific projects and may vary from area to area and between Project and Project. The employee is advised that his/her Line Manager would be able to inform them of the specific allowance based on the region, project and duration of stay.
- 1.5 The meal allowance portion is not a specific per meal allocation – but rather a once off monetary provision made towards alleviating any inconvenience/discomfort caused by the employee having to be away from home.
- 1.6 When accommodation is provided by the Employer directly then only the Meal Component of the Allowance will be payable to the employee
- 1.7 The daily LOA allowance is applicable from the onset of the first evening that the Employee will be staying over / sleeping away from his usual place of residence and is applicable and payable for every night that the employee spends away from his usual place of residence.

2. Requesting and Processing LOA

- 2.1 Requests for LOA for any employee or Team must be made by the respective Project Manager.
- 2.2 Such requests must be done in writing (via Email) and be directed to the designated Finance Administrator that is duly authorized to process such requests.
- 2.3 The Cut-off time for any such requests to be received by the Finance Department is 14h45 daily.
- 2.4 LOA required over weekends must be requested for by latest 14h45 on the preceding Friday.

Rev. No.	Date Created	Review Date	Changes	Prepared by	Reviewer Quality Manager	Approval CEO	CJA Telecommunications (Pty) Ltd
2	24/10/2018	10/2019	New	K. Evert	G. Greef	Z. Janssen	
Signatures				<i>Evert</i>	<i>Greef</i>		


- 2.5 Information required in all such requests include –
 - 2.5.1 Total amount of nights LOA is requested for,
 - 2.5.2 Full name, surname and valid cell numbers of each individual employee to whom payment needs to be made.

3. Documentation required by Finance Department

- 3.1 Documented proof of monies spent for Food/Meals are NOT required and only for the Accommodation allowance portion.
- 3.2 Individual employees and/or Team Leaders must provide the Finance Department with receipts/invoices for all monies spent on accommodation during the period away from their Usual Place of Residence.
- 3.3 These receipts/invoices must contain the registered name of the Accommodation Provider, Physical Address of the facility and a contact phone number for the accommodation provider. The documentation received and the provider may be vetted by the finance department to ensure that the claim is valid. Any submission made that is found to be falsified/fraudulent or in any way the result of any dishonest practice by the employee will be deemed as a very serious offence and dealt with in line with the companies Disciplinary Code of Conduct.
- 3.4 Should the employee not be able to provide such required documentation then the full amount not accounted for will be deducted from their Salary in the directly following month.
- 3.5 Any amount spent less than the defined accommodation allowance will be refundable to the Company. Should the employee not return any such monies then this will be deducted from their Salary in the next available Salary period
- 3.6 Any amount that is unaccounted for and in this way deducted from the employee’s salary would be deemed as a Salary Advance for Payroll purposes and would be deducted in full in the month of accountability. Any request that the repayment of such an amount be split over 2 or more months would if approved be deemed as a Loan and processed accordingly.
- 3.7 However, should such non-compliance with the required process and control procedures of LOA by an employee be seen to be a trend on a monthly basis then this behaviour will also incur disciplinary actions being instituted by the Employer against such an employee as is made provision for in the companies Disciplinary Code of Conduct.

4. Disputes arising from LOA and Processing

- 4.1 Any dispute that the Employee might have arising from the payment, processing and capturing of LOA must be presented to the respective Project Manager and/or Finance Department as soon as possible.
- 4.2 It is important however to take note that any decision taken by the Finance Department in respect of any Dispute raised and heard will be final and binding to all parties concerned.

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