

DEPARTMENT OF EDUCATION: LEAVE POLICY



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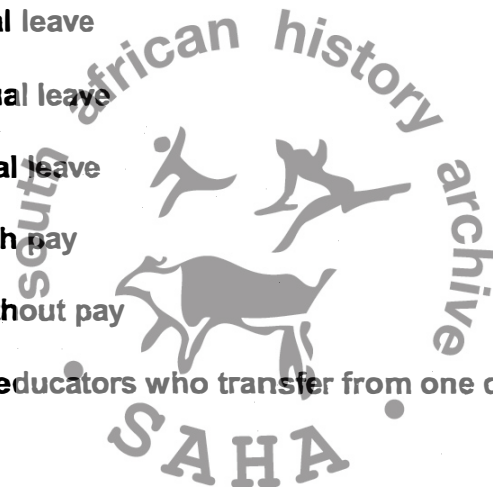
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## SECTION I

### 1. GLOSSARY

**"Head of Department"** means the Head of Department, him/herself or his/her delegated authority.

**"Employee"** is a person employed in terms of the Public Service Act, 1994 as well as an office-based educator employed in terms of the Employment of Educators Act, 1998.

**"Traditional healer"** is a person who uses traditional healing methods to cure diseases or ailments, e.g. sangoma, traditional doctor, faith healer etc.

**"Capped leave"** is leave accrued prior to 1 July 2000.

**"Child"** refers to own child, stepchild, adopted child and grandchild.

**"DPSA"** refers to the Department of Public Service and Administration.

**"Health Risk Manager"** refers to the consortium of medical doctors/specialists appointed by the DPSA for PILIR administration.

**"PILIR"** refers to procedures for incapacity leave and ill-health retirement.

**"Temporary incapacity"** is when an employee who has exhausted his/her leave credit in a three-year cycle and who according to the relevant medical practitioner, requires to be absent due to disability that is not permanent.

**"Immediate family member"** refers to your parent, legally adoptive parent, grandparent, child, legally adopted child, grandchild or sibling

**"Permanent disability"** is when an employee's degree of disability has been certified by a registered medical practitioner as permanent.

**"Serious illness"** is when an employee suffers from an illness or has an injury, which has the result that she/he is incapable of performing daily duties, e.g. yellow jaundice, car accident, etc.

**"Shift workers"** refers to security guards or officers.

**"Contract worker"** means a person employed on a fixed term but excluding casual workers (employed on a day to day basis and is paid a daily wage).

## 1.1 AIM/PURPOSE

The aim of this policy is to inform officials of:

- the types of leave and circumstances under which the employer may consider authorizing an employee's leave of absence from work; and
- employees' leave entitlement and conditions that the employee must adhere to, to access the said entitlement.

## 1.2 SCOPE OF APPLICATION

Leave applies to all employees.

## 1.3 LEAVE FORMS

Except in exceptional circumstances an employee may not refrain from reporting for duty unless an application for leave (Z1 form) has been lodged in writing and he/she has been informed by the manager/supervisor that the application has been approved.

Managers/supervisors must ensure that leave forms are submitted for all absences and all outstanding leave forms are followed up.

No staff member may absent him/herself for any period during the working day without completing a leave form and obtaining permission from his/her direct manager/supervisor. If this is not done out of the staff member's own accord, the direct manager/supervisor is authorised to complete a leave form on the staff member's behalf. The onus then remains on the absent staff member to submit documentation to substantiate why the period(s) of absence should not be leave without pay.

## SECTION II

## 2. ANNUAL LEAVE

### ANNUAL LEAVE WITH PAY

- 2.1.1 It is incumbent on the employee to utilise and manage his/her annual leave responsibly and with circumspect.
- 2.1.2 For the purpose of granting annual (vacation) leave working days will mean Monday to Friday.
- 2.1.3 An application for annual leave should take the service delivery requirements of a department into account. An employee's application may be, but should not be unreasonably refused.
- 2.1.4 An employee is entitled to annual leave with full pay during each leave cycle of 12 months, commencing on 01 January of each year in terms of the following schedule.

These annual leave credits should be used within a period of 18 months, where after the unused credits will be forfeited.

Entitlement is awarded as follows:

- Employees employed prior to 1 July 1966, 28 working days
- Employees with 10 years or more of continuous service, 26 working days
- Employees with less than 10 years of continuous service, 22 working days
- Shift workers (Security Staff) with 10 years or more of continuous service, 36 calendar days
- Shift workers (Security Staff) with less than 10 years of continuous service, 30 calendar days

2.1.5 Leave taken will be deducted from available leave credits. Should credit from a previous cycle be available, leave taken will be deducted from leave entitlement awarded in the previous cycle. When the previous cycle is exhausted, leave taken will be deducted from the current cycle. When an employee takes leave in excess of credits awarded in the previous and current cycles, such leave will be deducted from the capped leave. **In instances where the official does not have current or capped leave days to his/her credit, such leave will be implemented as leave without pay**

2.1.6 An employee who is employed after the commencement of the annual leave cycle (e.g. 1 April of a year), shall receive a *pro rata* annual leave accrual, which is calculated as follows:  $22/26 \div 12 \times 9$  (months from April to December) = 16.49/19.49 days.

2.1.7 Temporary employees on fixed term contracts shall be granted annual leave that is proportional to their term of employment on a *pro rata* basis, which is calculated as shown above.

2.1.8 An employee should take at least 10 consecutive working days in a leave cycle. The remaining leave days, if any, should be taken no later than 6 months after the expiry of the relevant leave cycle, where after unused leave credits will be forfeited.

2.1.9 If, owing to the employer's service delivery requirements an employee's application for leave is denied **and not rescheduled before the lapse of the 18 month period**, such leave will upon request be paid out at the end of the 18 months period. The request for the payment of unused leave credits must be:

- (a) in writing and;
- (b) accompanied by written proof of refusal of leave by the Director of the employee.

2.1.10 Leave taken during religious/cultural holidays, which have not been specified in the Public Holidays Act, will be seen as vacation leave.

2.1.11 For every 15 consecutive days of unpaid leave, the annual accrual will be reduced by 1/22<sup>nd</sup> or 1/26<sup>th</sup> whichever is applicable to the individual concerned per leave cycle.

## 2.2 PAYMENT OF ANNUAL LEAVE

- 2.2.1 An employee shall be paid a cash value in respect of unused leave credit upon termination of service and in terms of paragraph 2.1.6. The payment will be limited to a maximum of 22 working days (this excludes capped leave).
- 2.2.2 Unused leave credit and all capped leave credit will be paid out on retirement, early retirement due to continuous ill health and death. Employees should indicate in writing if they wish to nominate a beneficiary to whom the leave gratification should be paid out in the instance of the employee's death. This nomination should be handed in at the Directorate: Staffing Service for record purposes.
- 2.2.3 Employees who resigned during the period 1 June to 30 June 2000 shall be entitled to payment in respect of one-twelfth of the normal leave credit as per the accrual system that was in place before the new dispensation.

## 2.3 EXCEEDING ANNUAL LEAVE CREDIT

- 2.3.1 An employee may not be granted vacation leave with full pay in excess of that which he/she has to his/her credit at the time. Any leave taken in excess will be captured as leave without pay.
- 2.3.2 If there is a need for more annual leave than available credit (e.g. a trip abroad), under special circumstances, annual leave granted may be deducted from capped leave or in cases where no capped leave is available, it will be seen as leave without pay.
- 2.3.3 Leave of six consecutive weeks or longer must be approved by the relevant Chief Director.
- 2.3.4 If an employee takes leave as negotiated with the supervisor, and gives notice to resign on coming back from leave, such leave will be regarded as leave with pay.
- 2.3.5 All heads of directorates will encourage employees to fully utilise their annual leave awarded in a specific year.

## 2.4 ANNUAL LEAVE WITHOUT PAY

- 2.4.1 Unpaid leave must be granted on a calendar day basis.
- 2.4.2 When an employee gives notice of resignation, any leave taken after the notice is regarded as leave without pay.
- 2.4.3 Leave that has been granted to an employee, who gives notice of his /her resignation, may not be utilised to extend his/her period of service.



2.4.4 All annual leave with full pay to an employee's credit must first be exhausted before annual leave without pay may be granted. If circumstances arise where there is a deviation, the employee must refer to the branch representative in the Personnel Section.

2.4.5 In exceptional cases the head of department may grant the employee annual leave without pay, this period will not exceed 184 days in a period of 18 calendar months. Annual leave without pay will only be awarded once the employee's leave credit has been exhausted and on recommendation of his/her branch head.

2.4.6 The absence from duty of an employee-

a) who has been arrested or has to appear before a court of law on a criminal charge and who is not subsequently acquitted; or

b) who has been sentenced to imprisonment; or

c) who is absent from duty owing to an illness, indisposition or injury as a result of misconduct or failure to take reasonable precautions,

shall be covered by the granting of annual leave **without pay**, even if the officer applies beforehand in writing for leave to cover such absence.

2.4.7 Heads of department shall ensure that the internal disciplinary procedures are not dependent on external processes, e.g. Criminal Justice processes/procedures.

## 2.5 EMPLOYEES AND EDUCATORS WHO TRANSFER FROM ONE DEPARTMENT TO ANOTHER

2.6.1 An employee retains his/her annual leave credits, when he/she is transferred within of between departments, due to him/her at that point in time.

2.6.2 An employee who is transferred from one department to another without a break in service will like wise retain his/her leave credit, which will be transferred with him/her.

2.6.3 The provisions in paragraphs 2.6.1 and 2.6.2 apply in the case of employees who are appointed on contract and who secure a permanent or temporary appointment in the Department.

2.6.4 An employee who resigns from his/her department and is appointed in another department, with a break in service, shall be regarded as a new employee and the accrual of leave commences as in the case of a first appointment.

2.6.5 The provisions of paragraph 2.6.3 also apply in the case of an employee who absconds from the service of one department and assumes duty in any other department.

## 2.6 REHABILITATION

2.7.1 An employee whose permanent appointment has been confirmed and who has a problem with alcohol and drug abuse or other social or economic problems, may be granted available annual leave with pay to undergo rehabilitation. The aforementioned is on condition that on completion of treatment a medical certificate and complete report by the relevant medical practitioner or institution is submitted to the Department. This report may be requested by the Department or the person who has undergone the treatment or both. The report should contain the prognosis. If the report is not a positive one with regard to the person's co-operation and progress during treatment, the matter should be submitted to the Head of Department for direction.

2.7.2 If an employee mentioned in paragraph 2.7.1:

(a) does not have sufficient annual leave credit to cover periods of absence, annual leave with full pay will be granted for a full period of absence provided that-

- (i) the annual leave which has been granted is deducted from future annual leave accrued, and
- (ii) if such an employee resigns or his/her services are terminated before sufficient annual leave has accrued, the portion of the over grant which exceeds annual leave credit on the last day of service, shall be regarded as an overpayment of salary which will be recovered.

## 3. SICK LEAVE

### 3.1 SICK LEAVE CYCLE

3.1.1 It is incumbent on the employee to utilise and manage his/her normal sick leave responsibly and with circumspect.

3.1.2 An employee is entitled to 36 working days of sick leave in a three year cycle. Sick leave may be granted in respect of absence from duty of an employee owing to illness.

3.1.3 Unused sick leave days prescribed for a particular cycle shall lapse at the end of that cycle and shall not be carried forward to the next cycle.

3.1.4 The next cycle for sick leave will commence on 1 January 2007.

3.1.5 Sick leave may also be granted in respect of periods where an employee must be quarantined or isolated.

- 3.1.6 If overcome by sudden illness the employee must personally notify her/his manager/supervisor **immediately** of her/his inability to report for duty. A verbal message to the manager/supervisor by a relative, fellow employee or friend is only acceptable if the nature of the illness/injury prevents the employee to inform the manager/supervisor personally.
- 3.1.7 An employee must submit an application for sick leave personally or through a relative, fellow employee or friend within 5 working days after the first day of absence.
- 3.1.8 If the employee fails to submit an application within the period indicated above, the employee's manager/supervisor must notify the employee immediately that if such application is not received within 2 working days, the sick leave period will be deemed to be leave without pay. Only if compelling reasons exist why an application cannot be submitted the manager/supervisor must immediately inform the Directorate: Staffing Services that the relevant absence must be covered by vacation leave credits (with employee's consent) or if insufficient vacation leave credits exist, leave without pay.
- 3.1.9 Failure by the employee to submit his/her application form within the stated periods, or failure by the manager/supervisor to properly manage it, will be viewed in a serious light and disciplinary steps against the employee and/or manager/supervisor will be taken.
- 3.1.10 An employee must submit a medical certificate in respect of sick absence for every occasion of 3 or more days, issued and signed by a registered and recognised medical practitioner as defined by the Health Professionals' Council of South Africa. In every instance the medical certificate should cite the reasons and duration of absence.
- 3.1.11 In instances where a pattern in the utilisation of sick leave has been established, a certificate may be required for absences of less than three working days.
- 3.1.12 If an employee has to undergo medical tests, e.g. blood tests, eye tests, etc., **annual leave and not sick leave, should be taken**. When a doctor's certificate is issued, sick leave could be taken.
- 3.1.13 An employee who has been absent from work on more than two occasions during an eight-week period, must regardless of the duration of the sickness or injury, submit a signed medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury. Failing which such leave will be covered by normal vacation leave (with the employee's consent) or alternatively unpaid leave.
- 3.1.14 The 8-week shall be a calendar period and shall commence on the first day of an employee's absence due to sickness or injury. Any subsequent day of absence due to sickness or injury after the above-mentioned period must then be regarded as the first day of the next 8-week period.
- 3.1.15 For every 15 consecutive days of leave taken without pay, an employee's sick leave entitlement will be reduced by 1/36<sup>th</sup> per sick leave cycle.

### 3.2 CONVERSION OF ANNUAL LEAVE INTO SICK LEAVE

An employee qualifies for sick leave if he/she falls ill when he/she is on annual leave. The annual leave will be converted to sick leave when a certificate from a medical practitioner/traditional doctor/homeopath (doctor or specialist) is submitted.

### 3.3 MEDICAL EXAMINATION

In an instance where an employee is absent from work due to an illness and the absence is on a regular basis or forms a pattern, the Director: Staffing Services may at any time require the employee to submit to an examination by one or more registered medical practitioners nominated by the head of the department. The Department will carry the cost and may choose a medical practitioner for this purpose. The employee will have the opportunity to request that a medical practitioner of his/her own choice be present at the medical board examination.

### 3.4 CONTRACT EMPLOYEES

Employees appointed on contract will qualify for sick leave for the period of appointment as stipulated in the contract, e.g. if the contract is for 12 months, then sick leave of 12 days may be granted depending on the specification of the written contract.

### 3.5 TEMPORARY EMPLOYEES

Employees appointed in a temporary capacity will qualify for sick leave where the amount of days calculated equal to the term of employment (i.e. one day per month employed).

## 4. TEMPORARY INCAPACITY LEAVE

- 4.1 Incapacity leave is not an unlimited number of additional sick leave days at an employee's disposal. Incapacity leave is additional leave granted conditionally at the employer's discretion, read with the Policy and Procedure on Incapacity Leave for Ill-health Retirement (PILIR) determined by the Minister of for Public Service and Administration.
- 4.2 Employees have to first utilise their normal sick leave of 36 working days, whether it is for e.g. a minor illness or a major operation. **All** additional sick leave is dealt with in terms of the PILIR system.
- 4.3 An employee must apply for temporary incapacity leave with full pay on the applicable application form prescribed in terms of PILIR in respect of each occasion.
- 4.4 For an employee's application for temporary incapacity leave to be considered, –

- An employee should submit sufficient proof that he/she is too ill to perform his/her work satisfactory.
  - A medical certificate issued and signed by a medical practitioner should in all instances accompany each application, regardless of the number of days concerned.
- 4.5 In cases where an employee's sick leave credit has been exhausted and the official is ill and has applied for incapacity leave in terms of PILIR, conditional temporary incapacity leave is awarded.
- 4.6 In cases where an employee's sick leave credit has been exhausted and the official is ill but has not applied for temporary incapacity leave in terms of PILIR, leave without pay will be awarded.
- 4.7 For further details kindly contact your branch representative.

## SECTION V

**5 PERMANENT DISABILITY**

- 5.1 Employees whose degree of disability has been certified by the Health Risk Manager as permanent will with the approval of the Head of Department be granted a maximum of 30 working days' paid sick leave, or such additional number of days required by the Department, to finalise processes mentioned below.
- 5.2 The Department will, within 30 working days, ascertain the feasibility of:
- (a) alternative employment, or
  - (b) adapting duties or work circumstances to accommodate the employee, or
  - (c) the termination of service due to continuous ill health in terms of the Government Employees Pension Law of 1996 or in terms of the PSCBC Resolution No. 12 of 1999 (Incapacity Code and Procedures in respect of ill health).
- 5.3 An employee, whose degree of disability has been certified as permanent but who can still render a service, may be redeployed horizontally with retention of her/his benefits.
- 5.4 If the redeployment necessitates reallocation to a job of a lower grading, such will be explained well in advance and the continued utilisation of such an employee should in this regard be with his/her consent.
- 5.5 The redeployment of an employee's services should ensure optimal utilisation of his/her competencies and should not compromise service delivery.

## SECTION VI

### 6. LEAVE FOR OCCUPATIONAL INJURIES AND DISEASES

Employees who, as a result of their work, suffer occupational injuries or contract occupational diseases, or are injured while being on duty will be granted occupational and disease leave for the duration of the period they cannot work.

## SECTION VII

### 7. MATERNITY LEAVE

7.1 An employee is entitled to 4 consecutive calendar month's maternity leave to commence:

- (a) at any time from 4 weeks before the expected date of birth; or
- (b) on a date certified by the attending practitioner as necessary for the employee's health or that of the unborn child.

7.2 For at least six weeks after the birth, no employee may commence with normal official duty unless the attending practitioner certifies that the employee is fit to do so.

7.3 Maternity leave may be interrupted by an employee who chooses to interrupt her maternity leave if:

- the baby is born prematurely and is hospitalised during maternity leave; or
- the baby becomes ill and is hospitalised for a period longer than a month during the maternity leave.

7.4 Maternity leave may be extended upon application by:

- (a) the granting of sick leave as a result of a medical complication,
- (b) the granting of up to 184 calendar days' unpaid leave, or
- (c) the granting of annual leave.

7.5 Employees who, during the third trimester of the pregnancy experience a miscarriage, stillbirth, or termination of pregnancy on medical grounds, will be eligible for six consecutive weeks' maternity leave, where after 7.3 (a) will apply in the event of a medical complication.

7.6 Provisions of 7.5 above will also apply to an employee who experiences a miscarriage, stillbirth or termination of pregnancy on medical grounds, after the commencement of

maternity leave. The period prior to miscarriage, stillbirth or termination of a pregnancy on medical grounds shall be regarded as special leave with full pay.

- 7.7 Temporary and contract employees will be granted paid maternity leave that is proportional to her term of contract at a rate of 10 calendar days maternity leave with full pay calculated at each month of her term of contract to a maximum of 4 months. The total period granted in respect of maternity leave will not exceed four consecutive months.
- 7.8 When a child passes away within two months after the birth, the employee qualifies for six weeks maternity leave. If the child passes away during the last month of maternity leave, the employee will qualify for the remaining days of the 4 months maternity leave.

## SECTION VIII

### 8. ADOPTION LEAVE

- 8.1 An employee who adopts a child that is younger than 2 years will qualify for adoption leave to a maximum of 45 working days, where after 7.3 (b) and (c) will apply.
- 8.2 If both spouses or life partners are employed in the Public Service, both partners will qualify for adoption leave, provided that the combined leave taken does not exceed the 45 working days.
- 8.3 A contract worker who adopts a child younger than two years, will qualify for adoption leave at a rate of 4 days paid leave for each month to a maximum of 45 working days.

## SECTION IX

### 9. FAMILY RESPONSIBILITY LEAVE

- 9.1 The number of family responsibility leave days taken will not exceed five days in an annual leave cycle.
- 9.2 Of the five days, employees will be granted a maximum of three days' leave per annual cycle for utilisation if:
- (a) the employee's spouse or life partner gives birth to a child; or
  - (b) the employee's immediate family member is sick. A medical certificate will have to be submitted.
- 9.3 Employees will be granted five days' leave per annual cycle for utilisation if a member of the immediate family dies.

**NOTE:** In cases where prior to the passing away of an immediate family member, family responsibility leave was taken due to the illness of an immediate family member, the remainder of days of family responsibility leave will be granted. Any leave taken in addition will be seen as normal vacation leave.

- 9.4 Employees who have used all their family responsibility leave may use available annual or capped leave credits
- 9.5 Proof should be submitted in all instances.

## SECTION X

### 10. SPECIAL LEAVE AND RELEASE FROM DUTY FOR PARTICULAR PURPOSES

#### THE GRANTING OF LEAVE FOR PURPOSES OF EXAMINATIONS, STUDY, CLASS ATTENDANCE AND PRACTICAL WORK

##### 10.1 EXAMINATIONS

- (a) 2 days' special leave with full pay will be granted to an employee, per examination, limited to a maximum of 10 days per year. To qualify, the employee should be in a field of study which is in the interest of the Department. *4 days per subject - max 200*
- (b) The 2 days will be awarded as follows: 1 day for the day on which he/she sits for an examination(s) and 1 day for the day prior to the examination(s). When an examination is written on a Monday, the preceding Friday will be seen as the day preceding the examination(s).
- (c) The examination(s) referred to in this subparagraph may include ordinary school subjects up to matric, as well as an examination in respect of which a certificate is not necessarily issued to successful candidates.
- (d) An official timetable **must** be submitted as proof of the examinations.

##### 10.2 ATTENDANCE OF CLASSES/LECTURES/WORKSHOPS DURING OFFICE HOURS

- (a) An employee who studies part-time and has to attend classes or workshops during the day qualifies for one day vacation leave for every sixteen hours away from the office, ~~also~~ linked to a maximum of 10 days per year.
- (b) An employee who is not in possession of a Senior Certificate and has to attend part-time classes, can be released from duty for not more than 8 hours per working week.
- Special*



### 10.3 SPORT PURPOSES

3  
10.4.1 Special leave with full pay will be granted to an employee who-

- (a) is selected by a recognised sports association to-
- (i) represent the country, and not merely a club or province, as a competitor, coach or manager at international sports events within the country; or
  - (ii) accompany a foreign national team visiting the country, as a representative of the South African Sports Association organising the tour; and
- (b) serves as a referee, an official or a judge at an organised sports meeting at international level inside or outside the boundaries of the country.

3  
10.4.2 Vacation leave combined with special leave with full pay may also be granted if an officer or employee is selected by a recognised amateur sports association to take part in a sporting event within the country at inter-provincial level, or a level between provincial and national level, or a level lower than national level against an international team.

- (a) Leave on a 50/50 basis will be granted in this regard.
- (b) A day of rest, which falls within a period of, sports leave, forms part of the 50/50 leave basis.
- (c) When an employee has no annual leave to his/her credit, special leave cannot be granted to him/her.

10.4.3 Sporting leave referred to in the foregoing paragraphs also applies to an employee serving as a referee, official, judge, coach or manager.

4  
10.5 **PACKING/LOADING AND UNPACKING/UNLOADING OF PERSONAL EFFECTS ON RESETTLEMENT AS THE RESULT OF A TRANSFER WHEN APPOINTED IN AN ADVERTISED POST**

Two days special leave with full pay will be granted to an employee who is transferred from one department to another to supervise the packing/loading and unloading/unpacking of personal effects.

### 10.6 SPECIAL LEAVE: MISCELLANEOUS

10.6.1 Special leave with full pay will be granted to an employee when-

- (a) he/she is arrested or has to appear before a court of law on a criminal charge and he/she is subsequently acquitted or the charge withdrawn (if a person is not acquitted, it will be seen as ~~unpaid~~ leave);
- Vacation*

- (b) in case of a physically disadvantaged person; who has to attend a recognised orientation course for the blind, or a recognised training course in handling a guide dog;
- (c) when he/she has to appear:
- (i) as a witness in a court case;
  - (ii) as a witness in a misconduct case in terms of the law;
  - (iii) before a commission or committee of inquiry appointed by the state;
  - (iv) at an inquiry or investigation;
  - (v) as a defendant or co-defendant in a civil court case arising from his/her official duties and in which the state has a direct interest;
- (d) when he/she attends a course presented by another department which he/she has been granted permission to attend;
- (e) when he/she assists or represents an employee during a disciplinary or misconduct inquiry or during an investigation into a complaint or grievance; or
- (f) when an employee is absent from duty-
- (i) as the aggrieved person during an investigation into his/her complaint or grievance;
  - (ii) as a person charged with misconduct during a disciplinary or misconduct enquiry; and
  - (iii) as a person utilising a conciliation board.

10.6.2 An employee who is physically challenged and makes use of a guide dog, wheelchair, walking stick etc. will qualify for a maximum of three days special leave per leave cycle in the event of either the breakage or loss of the aforementioned.

## **10.7 LEAVE FOR OFFICE BEARERS OR SHOP STEWARDS OF RECOGNISED EMPLOYEE ORGANISATIONS**

10.7.1 Office bearers or shop stewards of recognised employee organisations will receive up to 10 working days' paid leave per annum for activities related to his/her union position.

10.7.2 All applications for this type of leave must be submitted in writing together with supporting documentation.

**SECTION XI****11. LONG SERVICE RECOGNITION**

- 11.1 The long service recognition as stated in Part XXVIII of PSCBC Resolution 3 of 1999 was amended and amendments are reflected in PSCBC Resolution 6 of 2003.
- 11.2 The awarding of long service recognition will be dealt with in terms of the Directive on Long Service Recognition in the Public Service, as issued by the Minister for the Public Service and Administration.
- 11.3 An employee who has completed 20 years' continuous service has the option to sell 10 days of annual leave to the Department, and if he/she has 30 years of service, qualifies to sell back 15 days of annual leave. It is to be noted that the selling of leave is taxable and an employee's leave credit will be minimised by 10 or 15 days respectively.

Signed at PRETORIA on this 18<sup>th</sup> day of January 2008.

  
MR D HINDLE  
DIRECTOR-GENERAL  
DATE: 18 January 2008



Enquiries: Mr A G Schoeman  
Tel.: (012) 312 5348  
Fax: (012) 324 3699

Mr F Patel  
DEPUTY DIRECTOR-GENERAL  
SYSTEM PLANNING AND MONITORING

Dear Firoz

**PAYMENT OF RELOCATION COST: SECRETARY**

Thank you for your memo dated 30 May 2007.

Relocation cost is centrally budgeted for by the Directorate: Staffing Services and all relocation are paid for by the said Directorate. This has been the practise in the Department since its existence in 1994. The practise is also applied in full by the Directorate.

As indicated to you on Monday 28 May 2007, Senior Management has taken a decision that relocation cost will only be paid to officials with the rank of Assistant Director and higher. The rationale behind this is that the recruitment for posts lower than this be done locally in order to contribute to job creation. At this stage the appointment of the nominee for the specific post has not been approved by you. If you still wish to appoint her and not the second candidate that lives in Pretoria, the letter of appointment to her will clearly state that resettlement benefits are only applicable to officials with the rank of Assistant Director and higher. A copy of the relevant document is attached for your easy reference (page 4 paragraph 2.2).

The current policy on resettlement expenditure of the Department only concerns employees and educators. The definition of employee as indicated in the policy is everyone employed under the Public Service Act. Ms Monaisa the nominee is currently employed by the North West University and is thus excluded from the policy. Attached please find a copy of the mentioned policy.

That fact that the above was not mentioned in the interview is true. The reason is that the secretariat is a newly appointed official who was unfortunately not informed of the practise. This has in the meantime been rectified.

Mr Hoyi was informed of the existence. This was confirmed by Ms Hepzibah Moeng. It would be appreciated if you could indicate whether you agree with the appointment of the first choice candidate or if you wish to appoint the second choice candidate.

Attached please find the submission for your consideration.

Kind regards

**MR P BENADÉ**  
**CHIEF FINANCIAL OFFICER**  
**DATE**

