



Province of the
EASTERN CAPE
EDUCATION

HUMAN RESOURCE ADMINISTRATION

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Reference: 8/1/2/2

TO : DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS (HEAD OFFICE AND DISTRICTS)
ALL SUPERVISORS

FROM : THE SUPERINTENDENT GENERAL

DATE : 23 OCTOBER 2020

SUBJECT : GRANTING OF LEAVE DURING THE FESTIVE PERIOD (DECEMBER 2020---JANUARY 2021)

1. This memorandum is to notify all staff members about the Departmental closure between 17 December 2020 to 31 December 2020.
2. Managers are further encouraged to grant leave to staff under their control during the period December 2020 to January 2021.
3. Such leave should be granted within the applicable Public Service Leave Legislative Framework, with particular emphasis placed on the availability of leave credits.
4. All staff members must submit approved leave forms for the period of closure to Directorate: Human Resource Administration for capturing and recording.
5. It must be noted that essential services within the Department must be available during the said period.

SUPERINTENDENT GENERAL

DATE: 02/11/2020