



**OFFICE OF THE head of department**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: [lukhanvo.sidiya@ecdoe.gov.za](mailto:lukhanvo.sidiya@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**INTERNAL MEMORANDUM**

**TO:** HEAD OF DEPARTMENT  
DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DIRECTORS  
CES's LABOUR RELATIONS  
DEPUTY DIRECTORS: HRA&P  
DEPUTY DIRECTORS: FINANCE  
DEPUTY DIRECTORS: HRD  
CMC HEADS  
CIRCUIT MANAGERS  
ALL PUBLIC-SCHOOL PRINCIPALS  
LABOUR UNIONS  
SCHOOL GOVERNING BODIES

**FROM:** HEAD OF DEPARTMENT

**DATE:** 06 DECEMBER 2021

**SUBJECT:** IMPLEMENTATION OF PRO-RATA PAYMENT FOR EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS IN THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 2

**1. BACKGROUND**

- 1.1 The Department has placed Education Assistants (EAs) and General School Assistants (GSAs) in all public ordinary and special schools across the Province through the Presidential Youth Employment Initiative (PYEI) Phase 2.
- 1.2 The Department note that EAs and GSAs from time to time terminate their services due to various reasons including but not limited to: finding new job, resignation, death, abscond, dismissal and misconduct.





- 1.3 To ensure that there is consistency, transparency, accountability and common standards in the payment of stipends for EAs and GSAs, schools and Districts are required to implement Pro-Rata payment for all EAs and GSAs stipends.
- 1.4 Pro-Rata payment for EAs and GSAs will be implemented in line with the Basic Conditions of Employment, the Conditions of Employment for Youth placed in PYEI and Public Finance Management Act (PFMA).
- 1.5 Pro-rata pay is offered to part-time employees based on the number of hours they work. It is proportional to the amount they would have earned if they worked full-time.

## 2. GUIDING PRINCIPLES

- 2.1 Transparency, openness, accessibility – Funds allocated for payments of stipends are utilised for the intended purpose, reported in an open, accessible and transparent system.
- 2.2 Accountability – Funds allocated are accounted for accordingly by all levels and reports provided in accordance with the Public Finance Management Act (PFMA).
- 2.3 Pro-activeness in management of risk linked to handling government money.
- 2.4 Auditability – the funds allocated and reports thereof should be auditable.
- 2.5 Common Standards and Consistency - ensure uniformity in application of the laws, rules and regulations pertinent to the various public funds transactions.
- 2.6 Compliance – with the PFMA and BCEA prescripts and other relevant National Treasury and DPSA regulations.

## 3. PRO-RATA SALARY CALCULATIONS

- 3.1 EAs and GSAs who would have worked all the recommended hours in a month are to receive a full stipend of **R3 817.44** whilst EAs and GSAs who fail to work the required hours Pro-Rata payment of stipend will apply at a rate of **R176.19** a day.





#### **4. APPLICABILITY OF PRO-RATA**

4.1 Pro-rata payments of EAs and GSAs stipends should be considered under the following circumstances:

- Youth who exit the services of the department (eg. resign, abscond, death, dismissal, promoted) prior to the end of a month during which they are under contract
- Youth assuming duty in the middle of the month (this should not be implemented if delays were caused by administration process by the employer (school, circuit, district, or head office).
- Leave taken by youth, not qualifying for that leave (e.g. study leave, maternity leave, sick leave, family responsibility) which is regarded as Leave Without Pay.

#### **5. WHEN PRO-RATA IS NOT APPLICABLE**

5.1 Pro-rata calculations not be considered in the following circumstance full stipends must be paid:

- The first date of the month fell on a weekend or public holiday but the employee was in service on the first working day of the month
- The employee exited the service of the department on the last working day of the month while the last date of the month fell on a weekend or public holiday
- The employee was on sick leave (entitlement of 1 day per month) or on Family Responsibility Leave (not exceeding 3 days for the duration of the 5-month contract)
- School closure periods are not to be regarded as leave for youth placed in PYEI.

5.2 Schools are requested to ensure strictly measures are in place to report and capture leave and service terminations to prevent occurrences of overpayment.





- 5.3 The Data Management System should be used for the purpose of capturing leave and terminations.
- 5.4 The Districts must be notified timeously of the terminations, to ensure that correct amounts are paid or deducted from stipends.
- 5.5 Provinces and Schools are required to adhere to its provisions when calculating pro-rata payment of stipends for EAs and GSAs.

**Yours in education services**

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**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

06/12/2021

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**DATE**