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**OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

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**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT CIRCULAR ..... OF 2022**

**TO: ALL EMPLOYEES**

**FROM: ACTING HEAD OF DEPARTMENT**

**DATE: 30 NOVEMBER 2022**

**SUBJECT: MANAGEMENT OF LEAVE DURING DECEMBER 2022 AND JANUARY 2023 SUMMER HOLIDAYS.**

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1. As you are aware the 2022 holidays season is upon us.
  2. As such, it is deemed appropriate that managers and staff alike are timeously advised on the arrangements which apply in reference to-
    - (a) Staff leave matters during the festive season, remaining mindful of the need to ensure service delivery continuity and
    - (b) The working hours which apply on the 23 and 30 December 2022, respectively.
  3. **STAFF LEAVE MATTERS**
    - 3.1 Branch/Chief Directorate/Cluster Office/Districts and Circuit Office are required to ensure that appropriate skeleton staff are on duty at any given point during the festive period.
    - 3.2 Managers in consultation with staff in their span of control must commence with leave planning of their offices for December 2022 and January 2023 period which must concluded as a matter of urgency. NB: **Employees are encouraged to utilise minimum of ten (10) consecutive days from their 2022 leave credits effective from 15 December to 3 January 2023. In cases where employees do not have sufficient leave credits they must remain behind during this period. In addition to the above requirements, Directorates who render critical services e.g. Human Resources, ICT, Salaries, Examinations, Salaries and Payment Services etc. must ensure that skeleton staff is available for business continuity.**



- 3.3 Although staff members leave request should not unreasonably be denied. Service delivery must remain paramount. In order to ensure continuity of operations during planned periods of leave.
- 3.4 Managers/ supervisors must ensure that staff who intends to take leave, finalise their work assignment and, as far as practically possible, provide a hand over report of documents/work that needs to be attended to, during their absence. The report should be off before staff member commences with the planned leave.
- 3.5 Staff who are going on leave are required to order their desks and provide the contact details of the person who will be acting /overseeing in their post and the period of absence to their supervisor. Supervisors must be provided with the staff members who will be on leave updated contacts for use in the event of an emergency.
- 3.6 Furthermore, staff members must ensure that an "out of office "message is set on their email detailing person who will be relieving the during leave tenure. This out of office" notification must be removed as soon as the staff member returns from leave.
4. **WORKING HOURS ON THE 23 AND 30 DECEMBER 2022**
- 4.1 Customary to the practice, staff may leave at 10: 00 on the 23 December and 30 December 2022, respectively.
- 4.2 All business units/offices must ensure that a full suite of services is rendered from 8:00 until 10:00 on both days and that skeleton staff are available to continue critical services for the remainder of the business day (until the normal closing time). "skeleton staff must take an equal amount of time off within two months from the date which is accrued by agreement with their supervisors.
5. SMS members who are on leave must be available telephonically.
6. I wish all a fruitful build up to a joyous festive season and prosperous 2023.

**MR M QWASE**  
**HEAD OF DEPARTMENT (ACTING)**

01 DECEMBER 2022

**Date:**