



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms R Pendrigh Tel: 040 608 4616 . Fax :040 608 4372. Email: Rosalind.pendrigh@ecd.gov.za
Website: www.ecdoe.gov.za

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT CIRCULAR 4 OF 2023

TO: DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
CLUSTER HEADS
DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS
DEPUTY DIRECTORS: HRA & P
ALL OFFICIALS

FROM: ACTING DIRECTOR: HUMAN RESOURCE ADMINISTRATION

DATE: 28 MARCH 2023

SUBJECT: GENERAL LEAVE MANAGEMENT ARRANGEMENTS AND PROCESSES

1. It is important to note that Leave Management is a managerial function and is the responsibility of all managers and supervisors. HR is merely responsible for the administration thereof on Persal.
2. Leave planners should be done annually for all directorates, units and schools. When this is done service delivery requirements must be taken into consideration to ensure that units have sufficient resources at all times. Proper planning will also prevent the situation in June where fast number of officials take leave in order to utilise the previous cycle leave prior to 30 June deadline.
3. The leave forms for the intended leave must be completed and submitted for capturing on Persal. Please further note that a written indication of approved leave which was not taken, and subsequently must be cancelled, must be supplied to relevant HR components within four (4) weeks from the date on which the leave was due to be taken. This written confirmation, verified by a supervisor (at least at Deputy Director level or higher for office-based officials), must be submitted with a copy of the leave form in question.
4. In all circumstances, the onus is on the employee to ensure that her/his leave form is approved, before taking leave. Supervisors must inform the employee of the outcome of her/his application for leave before such is taken, and must ensure that proper handover/working arrangements are put in place, and duly recorded on the leave planner.



5. Employees who are taking leave are required to order their desks, and to provide the contact details of the person who will be overseeing their duties, during the period of absence. Contact details of employees' who are on leave must be given to the supervisor, in case of emergency.
6. Supervisor's must record "emergency/unplanned leave" on the leave form, if the leave is approved after the leave is taken. Emergency leave (leave taken prior to the leave being approved), must have a note on the Z1 (a) (leave application form) by the approving Manager indicating that the emergency leave was authorised and the date on which it was authorised.
7. All Public Service Act employees at schools must in accordance with Department of Public Service and Administration: Determination and Directive on Leave of Absence in the Public Service submit leave forms for 22 days leave when the institution closes for school holidays. These forms are to be submitted annually by 31 January.
8. Leave taken for the periods June into July and December into January must be completed on two separate leave forms e.g., 15 Dec to 15 January leave period hence a form for 15 to 31 December and another form 2 to 15 January must be completed.
9. The Department of Public Service and Administration has been amended the Z1(a) form. The new form applies to Public Service Act employees and office-based officials. The H1 form for Educators still applies to them. Copies are attached.
10. Attendance Register must be constantly monitored. All absences must correctly be indicated on the registers i.e., Leave, Sick Leave Study Leave, Family Responsibility Leave, Meeting outside of the office, etc.
11. Leave Reports will be provided to Districts and Head Office Directorates on a quarterly basis. The Reports must be validated against attendance registers to ensure that all leave forms have been captured on Persal. Any discrepancy/omission must be reported to HRA for correction and implementation as per the current Departmental Leave policy.

MS B MADONSELA
DIRECTOR: HRA(Acting)

28 March 2023

Date: