



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms BM Madonsela Tel: 040 608 4228 . Email: buhle.madonsela@ecdoe.gov.za
Website: www.ecdoe.gov.za

TO	ALL DDGS ALL CHIEF DIRECTORS – HEAD AND CLUSTER OFFICES ALL DIRECTORS – HEAD AND DISTRICT OFFICES ALL DIRECTORS – CLUSTER OFFICES ALL CIRCUIT MANAGERS ALL SCHOOL PRINCIPALS
FROM	HEAD OF DEPARTMENT
SUBJECT	SUBMISSION AND CAPTURING OF LEAVE FORMS FOR NON – TEACHING STAFF IN ALL PUBLIC SCHOOLS
DATE	05 SEPTEMBER 2023

1. The Department of Public Service and Administration issued the Directive and Determination on Leave of Absence which is applicable to Public Service employees.
2. It has however become clear that there is noncompliance with the provisions pertaining to administration of leave for non-teaching staff at school in that no leave application forms are submitted for those employees. It has also been a finding of the Auditor General and very urgent attention and compliance must be undertaken to address the situation.
3. The Directive states the following:

“6.2. Non-teaching staff at schools and training institutions must take at least 22 of the 27 or 30 working days annual leave, whichever is applicable, during the period for which a school/training institution closes for the holidays. The remaining 5 or 8 days, whichever is applicable, may be taken when the institution is in operation.

6.3. The annual leave entitlement should, in these circumstances, be regarded as the minimum. Therefore, if an employee is not required at the institution during the period(s) when the institution closes for holidays, an employee may utilise his/her annual leave entitlement and/or paid time off granted by the employer.

6.4. The head of the institution should ensure that his/her decisions are based upon the principles of fairness and equality in determining the leave roster for the employees concerned.



6.5. With due regard to the principles of fairness and equality-

6.5.1. Annual leave and holidays constituting time off should be planned and scheduled for at least at the beginning of a leave cycle, i.e. January of each year.

6.5.2. Considering that most schools/training institutions do their strategic planning and year programmes for the subsequent year usually towards the end of the previous leave cycle. The planning and scheduling of annual leave and holidays constituting time off can also commence at that stage.

6.5.3. Planning and scheduling should take place in collaboration with the head of the institution and the employees concerned.

6.5.4. As for periods of time off during institution holidays the following could be taken into account.

6.5.4.1. For the concept of 'if an employee is not required at the institution during the period(s)' refer to paragraph 6.3. If an employee is not required during the institution holidays, the institution may not require from that employee to report for duty, except in extenuating circumstances which have a direct bearing on operational/ service delivery requirements of that institution.

6.5.4.2. Attention needs to be given to activities or services that need to take place or be delivered during the period when the school/institution closes for holidays.

6.5.4.3. It could be considered to schedule and present formal training for all nonteaching members of staff during some of these periods.

6.5.4.4. A roster of time off should be developed to give each member of staff a fair opportunity to time off, in the event where activities are to take place or services have to be rendered.

6.5.4.5. Tasks should as far as possible be rotated between non-teaching members of staff and retain where possible only a minimum service delivery staff complement if their services are required during the period when the school/institution closes for holidays.

6.5.4.6. Heads of institutions should ensure that duties and responsibilities assigned to the employees concerned (during these holidays) may only relate to their normal assigned duties and responsibilities as contemplated in their job descriptions, unless arranged by mutual consent.

6.5.4.7. It is important to make sure that non-teaching staff is retained on duty during institution holidays, only for valid official duty."



6. Consequence management will be implemented in all cases of non-compliance with this circular.

Please bring the contents of this directive to the attention of all employees of the Department.

DR A.S. NUKU
HEAD OF DEPARTMENT: EASTERN CAPE EDUCATION
DATE: 06-09-2023



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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8 September 2023

Ms.S.Maasdorp
Acting DDG: Corporate Services
Department of Education
Zwelitsha
Via email: sharon.maasdorp@ecd.gov.za

Dear Ms Maasdorp

RE: APPOINTMENT AS ACTING HOD FROM 11 SEPTEMBER 2023 TO 12 SEPTEMBER 2023 DIRECTION IN TERMS OF SECTION 32 OF PUBLIC SERVICE ACT, 1994 (AS AMENDED): DELEGATION OF FUNCTIONS/DUTIES AND RESPONSIBILITIES

In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to perform the function/duties and responsibilities assigned to the post of Head of Department with effect from 11 September 2023 to 12 September 2023. This assignment is additional to your current post of Acting DDG: Corporate Services.

In the performance of the assigned duties, please be mindful of all the appropriate legislation, prescripts, control measures and delegations that are applicable.

Kindly report on any decisions you have executed in terms of this delegated authority.

Please note that unless specifically authorised, you may not sub-delegate/assign any decision-making authority assigned to you.

Thank you for your ongoing support, cooperation, and the positive attitude you portray in the management of your responsibilities and functions.

Yours faithfully,

DR. S. NUKU
ACTING HEAD OF DEPARTMENT
DATE: 08/09/23



I, Sheras Measelov..... accept this appointment as
Acting Head of Department for the period from 11 September 2023 to 12 September
2023. I am aware of the responsibilities and delegations attached to the post and will
give feedback of the decisions executed during the period above.

Sheras Measelov
Name

ADDG : Corporate Services
Position

[Signature]
Signature

11/09/2023
Date