



OFFICE OF THE DIRECTOR: HUMAN RESOURCE MANAGEMENT

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

Enquiries: Ms. XP Norman Tel: 040 608 4560 . Fax :040 608 4433.

Website: www.ecdoe.gov.za

Ref. No. 8/1/1/2

Tel.: (040) 608 4560

Enquiries: Xoliswa Norman

Fax: (040) 608 4433

TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS (HEAD & DISTRICT OFFICES)
ALL SUPERVISORS

FROM : THE HEAD OF DEPARTMENT

SUBJECT : CLOSURE OF DEPARTMENT FROM
15 DECEMBER 2023 – 02 JANUARY 2024.

1. The aim of this memorandum is to notify all staff members about the closure of the Department between **15 December 2023; 16H00 to 02 January 2024; 08H00.**
2. Managers are further encouraged to grant leave of absence to staff under their control during this period.
3. Such leave should be granted within the applicable Public Service 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.**

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5. It must be noted that essential services within the Department must be available during the said.
6. This arrangement does not apply to some employees in HR, SCM, Exams and Finance who may be performing critical services during this period.
7. Should you require additional information regarding the content of this memorandum. Please do not hesitate to contact Ms. BM Madonsela 040 608 4518/4560 alternatively by e-mail at buhle.madonsela@ecdoe.gov.za

Yours in quality education

DR. AS NUKU
HEAD OF DEPARTMENT - EC EDUCATION

DATE 12.10.2023

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