Circular 87/2007
Date: 6 December 2007

Topic
Leave Policy on Specific Measures for 2007

Enclosures
Annexure A: Leave Roster

Distribution
✓ All Chief Directors and Directors at Head Office and District Offices
✓ All Employees

Enquiries
All relevant HRA Officials at District / Head Office

On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days
Also available on the GDE website at: www.education.gpg.gov.za
LEAVE POLICY ON SPECIFIC MEASURES FOR 2007

1. PURPOSE

The purpose of this circular is to inform managers of the decision taken regarding vacation leave for both office-based educators and public servants.

2. SCOPE OF APPLICATION

This circular will apply to all:

- Office-based employees appointed under the Public Service Act, 1994 (Act No. 103 of 1994).

3. LEGISLATIVE FRAMEWORK


4. EXCLUSIONS

The following staff members are excluded:

- Institution-based educators (Institution-based educators will be regarded as being on annual leave during institution closure periods that are outside of scheduled working time.)
- Institution-based employees (PS Staff).

5. DEFINITIONS

5.1 Institution-based Educator

An educator who is employed in respect of the Educators Employment Act, 1998 (Act No. 76 of 1998) at an education institution and whose normal duties are discontinued during institution closure periods.
5.2 **Office-based Educator**

An educator who is not based at an institution, but who is employed in respect of the Employment of Educators (Act No 76 of 1998), i.e. educators employed at district offices and at Head Office.

5.3 **Institution-based Employee**

An employee employed under the Public Service Act, 1994 (Act No. 103 of 1993) at an education and training institution.

5.4 **Office-based Employee**

An employee employed at a district office or Head Office who is employed under the Public Service Act, 1994 (Act No. 103 of 1994).

5.5 **Working days**

Monday to Friday, excluding public holidays.

6. **ANNUAL LEAVE FOR PUBLIC SERVANTS AND OFFICE-BASED EDUCATORS**

Employees are entitled to annual leave with full pay during each leave cycle of 12 months, commencing 01 January ending 31 December of each year.

**Annual Leave Entitlements:**

<table>
<thead>
<tr>
<th>Employee category</th>
<th>Type of leave</th>
<th>No of leave days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office-based educator/employee who has less than ten years service</td>
<td>Vacation leave</td>
<td>22 working days</td>
</tr>
<tr>
<td>Office-based educator/employee who has more than ten years service</td>
<td>Vacation leave</td>
<td>26 working days</td>
</tr>
<tr>
<td>Office-based CS educator appointed prior to 01 July 1966</td>
<td>Vacation leave</td>
<td>28 working days</td>
</tr>
</tbody>
</table>

A period of 10 consecutive working days must be taken as annual leave during the annual leave cycle. **This is compulsory requirement.**
The compulsory 10 consecutive days annual leave will be deducted from the employees annual leave entitlements. (See paragraph 6.2.)

Employees are therefore informed to utilise the 10 consecutive days compulsory leave within the period **17 December 2007 to 02 January 2007**.

7. **CONDITIONAL FOR APPLYING / APPROVING THE 10 CONSECUTIVE DAYS ANNUAL LEAVE**

Employees must have **sufficient leave credits** in order to qualify for this leave.

The required 10 days must be taken in a leave cycle of 12 months.

The 10 days compulsory leave should be taken, as far as possible, as consecutive working days.

If an employee has exhausted his/her current annual leave cycle and leave is to be granted during this period, leave accrual will be taken from the employee’s capped leave. If no capped leave is available and the employee has exhausted his/her current annual leave cycle and leave is granted during this period, it will be without pay. It should be noted that the new leave cycle only starts on **01 January** of each year (22 days for employees with less than ten years and 26 days for employees with more than ten years of service). Leave in the new cycle cannot be used retrospectively. If an employee wishes not to take leave as a result of **no sufficient leave credits being available** or consider not to utilise **his/her capped leave**, the relevant line manager/supervisor needs to ensure that the necessary management/supervision is in place.

The 10 days will be reduced proportionally if an employee is in service for less than 12 months.

The operational requirements of the employer may dictate that certain functional areas must remain staffed throughout the year. To ensure this continued functionality, some staff responsible for the following areas of operations, as per the decision of the Chief Director and DDG, may be asked to remain on duty:

- Examinations
- Finance
- Human Resources Administration: Payment of Salaries and other related benefits
- Switchboard
In these functional areas, an annual leave roster should be compiled on a rotational basis for the next 3 years. Directors are requested to compile such leave rosters for the approval of the relevant Chief Director and these must be submitted on or before 03 December 2007.

The Director should forward the name list of the employees in the identified functional areas who are to remain on duty, together with the leave roster to the Chief Director: HRDM&S.

The contents of this circular should be brought to the attention of all effected employees.

MALLELE PETJE
HEAD OF DEPARTMENT
<table>
<thead>
<tr>
<th>Surname</th>
<th>Initials</th>
<th>Persal No.:</th>
<th>Institution</th>
<th>Type of leave</th>
<th>From</th>
<th>To</th>
<th>Approved/Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMnyango WezeMfundo</td>
<td>Thuto</td>
<td>Department of Education</td>
<td>Departement van Onderwys</td>
<td></td>
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**LEAVE ROSTER**