



Province of the  
**EASTERN CAPE**  
EDUCATION

Human Resource Administration & Provisioning  
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COMPILER	DATE	TEL. NO.	FAX NO.	FILE NO.
Mrs N Mail	4 March 2014	041-403 4412	041-403 4497	
TO	CES: MANAGEMENT & GOVERNANCE E.D.O.'s ALL PRINCIPALS			
FROM	DEPUTY DIRECTOR: HRA & P			
SUBJECT	RECOMMENDATION AND APPROVAL OF LEAVE FOR EDUCATORS AND NON-TEACHING STAFF AT SCHOOLS AND TRAINING INSTITUTIONS.			

It has been noticed by this office that leave applications of educators and non-teaching staff at schools are forwarded to the EDO's for approval, but according to the delegations mentioned in the internal Provincial Policy Vol I, Section 34(1) the Head of the School (Principal) is the delegated person to approve such leave applications. Therefore the Deputy Principal or Head of Department (HOD) may recommend these leave applications so that the principal can approve it. This will also minimize the delay of the capturing of these leave on PERSAL. Only leave applications of principals and unpaid leave must be submitted to the EDO's for recommendation and approval. Also a reminder to principals that non-teaching staff at schools MUST complete and submit leave forms during school holidays if they are not required to remain at work/school/training institution during this period.

Despite previous correspondence in this regard it was found that no leave forms for these employees were submitted for the previous leave cycle (2013). You are therefore requested to complete and submit leave forms for all periods during school holidays in 2013 where the employees were not at work.

Attached please find a copy of the Determination of Leave of Absence in the Public Service.

Your co-operation is highly appreciated.

Thank you

  
DEPUTY DIRECTOR  
HRA & P



building blocks for growth

Isiziko eliqambileyo



5.15. Heads of Department shall, at the end of the relevant 18 months' period, report to the relevant legislature on the number of employees denied annual leave, reasons for such denial and the amount paid in this regard.

5.16. The 50% leave entitlement, or any portion thereof, which was due to employees for the period 1 July 2000 to 31 December 2000, and which could not be utilised before 30 June 2001, shall be added to the number of leave days accrued prior to 1 July 2000. This provision is a once off arrangement only in respect of those cases where no leave payouts have been effected.

## 6. LEAVE FOR NON-TEACHING STAFF AT SCHOOLS AND TRAINING INSTITUTIONS (Employed in the various Departments of Education)

6.1. All non-teaching staff at schools and training institutions is, for purposes of annual leave, accommodated in category 3 of Annexure A.

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.