



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE ACTING HEAD OF DEPARTMENT

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To: Deputy Director Generals
Chief Directors
Directors: Head Office
District Directors
EDO's
Principals of Schools

CPC CIRCULAR NO. 5 OF 2016

**MANAGEMENT OF APPLICATIONS FOR TEMPORARY INCAPACITY LEAVE
AND ILL-HEALTH RETIREMENT**

1. The delays in the submission of applications for Temporary Incapacity Leave within the stipulated period have prompted me to draw the attention of all personnel to the following provisions of the Policy on Incapacity Leave and Ill-Health Retirement (PILIR):
 - i) An employee must submit his/her application for temporary incapacity leave in respect of clinical procedures in advance, unless the treating medical practitioner certifies that such procedures have to be conducted as an emergency.
 - ii) If overcome by a sudden incapacity, the employee must personally notify his/her supervisor/manager **immediately**. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the incapacity prevents the employee to inform the supervisor/manager personally.
 - iii) An employee must submit an application form for temporary incapacity leave personally or through a relative, fellow employee or friend **within 5 working days after the first day of absence.**



- iv) If the employee fails to submit an application within 5 working days, the following arrangements apply:
- The employee's manager/supervisor must immediately notify the employee that if such application is not received within 2 working days, the sick leave period will be deemed to be leave without pay.

If the employee fails to submit the application on time or fails to submit compelling reasons why the application cannot be submitted, the supervisor/manager must immediately inform the relevant personnel section/office that the relevant absence must be covered by annual leave (**with the employee's written consent**) and/or unpaid leave if insufficient annual leave credits are available and if the employee failed to provide the written consent.

- v) Failure by the employee to submit an application form within the stated periods, or failure by the supervisor / manager to properly manage it, must be viewed in a serious light and disciplinary steps should be taken.
2. If an employee is unable to sign the required Consent Form, the form may be signed by the employee's spouse, sibling or other family member. In such cases the attached Declaration Letter must be completed by the person who signs the Consent Form on behalf of the employee.
3. Kindly comply with the contents of this circular. Principals are requested to draw the attention of all their staff to the contents of this circular.

S.N. Netshilaphala
Acting Superintendent General

Date:

15/07/2016



CONSENT FORM: DECLARATION LETTER

I, _____ (Initial/s & Surname)

Identity number _____ residing

at _____

do hereby declare that I have signed the Consent Form on behalf of Mr/Mrs/

Ms _____ who

due to his/her health condition is unable to personally sign the Consent Form.

My relationship to the applicant is:

(Tick applicable box)

| | |
|--------------------------|---------------|
| <input type="checkbox"/> | Spouse |
| <input type="checkbox"/> | Sibling |
| <input type="checkbox"/> | Family member |
| <input type="checkbox"/> | |

A certified copy of my identity number is attached.

Signature: _____

Date: _____