



Province of the  
**EASTERN CAPE**  
EDUCATION

OFFICE OF THE ACTING HEAD OF DEPARTMENT


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

CPC CIRCULAR NO. 6 OF 2016

**SUBMISSION OF APPLICATIONS FOR TEMPORARY INCAPACITY LEAVE**

1. It is disconcerting to note that despite the issue of CPC Circular 5 of 2016, applications for Temporary Incapacity leave are still being submitted late to the PILIR Project Office.
2. In some cases applications for temporary incapacity leave taken in 2013, 2014 and 2015 are only now being submitted to the PILIR Project Office. This is an unacceptable situation and all personnel to whom this Circular is directed must make a concerted effort to ensure that all officials/educators who absent themselves from duty submit the required applications for leave within the time frames specified in CPC Circular 5 of 2016.
3. With regards to educator's applications for temporary incapacity leave, the application form duly completed and accompanied by the required supporting documents must be submitted to the respective School Principal who must ensure that the application is submitted without delay directly to the PILIR Co-Ordinator at the respective District Office for further processing.
4. Kindly draw the attention of all personnel under your control to the contents of this circular and ensure compliance.

  
S.N. Netshilaphala  
Acting Superintendent General

Date: 7/11/2016