



Province of the  
**EASTERN CAPE**  
EDUCATION

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OFFICE OF THE ACTING HEAD OF DEPARTMENT

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Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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

HRA CIRCULAR NO. 1 OF 2018

## MANAGEMENT OF TEMPORARY INCAPACITY LEAVE

1. I hereby draw your attention to the requirements of the Policy & Procedures on Incapacity Leave & Ill-Health Retirement (PILIR) in respect of applications for ill-health retirement as a result of the following health conditions:

**1.1. Psychiatric Grounds:**

The employee must submit a recent clinical report by the treating psychiatrist, which is not older than 2 months, detailing the history of the condition, DSM-IV classification, duration of treatment, response to treatment modalities attempted, current management of the condition and future treatment strategy.

In addition, a recent clinical report by the treating psychologist which is not older than 2 months, must be submitted.

**1.2. Spinal ( Neck & Back) Conditions**

The employee must submit a recent clinical report by the treating specialist in the field of Orthopaedics or Neurology, which is not older than 6 months. A recent report by the treating physiotherapist or occupational therapist which is not older than 6 months must also be submitted.

**1.3. Cardiac Disease**

The employee must submit a recent clinical report by the treating cardiologist, which is not older than 6 months.



**1.4. Pulmonary Disorders**

The employee must submit a recent clinical report by the treating specialist, which is not older than 6 months.

**1.5. Chronic Fatigue**

The employee must submit a clinical report by the treating specialist which is not older than 6 months.

2. In the event where an employee is suspected of abusing the leave provisions, the matter must be reported to the Directorate HRA without delay. Kindly also ensure that all employees are informed that temporary incapacity leave is **not** an entitlement nor additional sick leave days at the disposal of an employee who exhausted his/her normal sick leave. Instead the granting of temporary incapacity leave is granted solely at the discretion of the employer and based on a recommendation by the Health Risk Manager.
3. **For temporary incapacity leave to be considered, an employee must prove that he/she was too ill or injured to perform some or all of his /her duties.**
4. Please also note that the practice of accepting the "Statement by Attending Doctor" at Part C to Annexure B (Application Form Temporary Incapacity Leave: Long Period) in the place of a Medical Report, must cease forthwith. A Specialist Physician must provide a detailed Medical Report on their own letterheads.
5. Kindly draw the attention of all personnel under your control to the contents of this circular and ensure compliance.

P. Vinjevold  
Deputy Director General: Corporate Services

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