



**TO: DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS
DEPUTY DIRECTORS
EDO's**

HRA LEAVE MANAGEMENT CIRCULAR 1 OF 2018: LEAVE FOR NON-TEACHING STAFF AT SCHOOLS

1. The Department of Public Service and Administration issued the Directive and Determination on Leave of Absence which is applicable to Public Service employees.

2. It has however become clear that there is noncompliance with the provisions pertaining to administration of leave for non-teaching staff at school in that no leave application forms are submitted for those employees. It has also been a finding of the Auditor General and very urgent attention and compliance must be undertaken to address the situation.

3. The Directive states the following:
 - “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.*

6.5.4.2. *Attention needs to be given to activities or services that need to take place or be delivered during the period when the school/institution closes for holidays.*

6.5.4.3. *It could be considered to schedule and present formal training for all nonteaching members of staff during some of these periods.*

6.5.4.4. *A roster of time off should be developed to give each member of staff a fair opportunity to time off, in the event where activities are to take place or services have to be rendered.*

6.5.4.5. *Tasks should as far as possible be rotated between non-teaching members of staff and retain where possible only a minimum service delivery staff complement if their services are required during the period when the school/institution closes for holidays.*

6.5.4.6. *Heads of institutions should ensure that duties and responsibilities assigned to the employees concerned (during these holidays) may only relate to their normal assigned duties and responsibilities as contemplated in their job descriptions, unless arranged by mutual consent.*

6.5.4.7. *It is important to make sure that non-teaching staff is retained on duty during institution holidays, only for valid official duty."*

HRA LEAVE MANAGEMENT CIRCULAR 1 OF 2017: LEAVE FOR NON-TEACHING STAFF AT SCHOOLS

5. In order to address the non-submission of leave the following will apply

2017 Leave Cycle

- leave forms for the usage of the 22 days leave during school holidays with effect from 1 July 2017 must be completed
- Forms are to be submitted to the District Office HR by no later than 31 January 2018 for capturing
- Progress and status of all leave credits will be monitored

2018 Leave Cycle

- leave forms for the usage of the 22 days leave during school holidays with effect from 1 January 2018 must be completed
- Forms are to be submitted to the District Office HR by no later than 15 February 2018 for capturing
- Progress and status of all leave credits will be monitored

6. Consequence management will be implemented in all cases of noncompliance.



Mr Kojana
SUPERINTENDENT GENERAL

Date:

17 / 01 / 2018