



OFFICE OF THE CHIEF DIRECTOR: HRM&D

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA:
*Website: www.ecdoe.gov.za

Compiler: N Tshibo

INTERNAL MEMO

**TO : ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL CMC HEADS
ALL SCHOOL PRINCIPALS
ALL LABOUR UNIONS
ALL EMPLOYEES**

FROM : THE HEAD OF DEPARTMENT

**SUBJECT : DELEGATIONS FOR THE APPROVAL OF APPLICATIONS FOR EMPLOYEES
WITH COMORBIDITIES**

DATE : 19 JUNE 2020

PURPOSE

1. This communique is in line with Disaster Management Act, 2002, DPSA Circular 18 of 2020 and ERLC Collective Agreement 1 of 2020, School Principals, District Directors and Senior Managers are requested to provide information as per the attached template.
2. Employees with underlying illnesses and comorbidities that are prone to COVID-19 are expected to make formal applications for the approval by the Head of Department to be granted permission to work from home.
3. The District Director is delegated to approve the applications of employees in his or her district with underlying illnesses and comorbidities that are listed by the Department of Health. (High Risk Vulnerability).
4. The Chief Director HRM&D is delegated to approve the applications of Head Office, Clusters and Education Institutes employees below level 13 with underlying illnesses and comorbidities that are listed by the Department of Health. (High Risk Vulnerability).
5. District Directors and Chief Directors must ensure that in all cases presented a medical report that complies with the provisions of clause 4.1 of ERLC Collective Agreement 1 of 2020 and Annexure A is presented.

6. All level 13 and above employees' applications are to be approved by the Head of Department.
7. All conditions not listed by the Department of Health as High Risk Vulnerability are to be approved by the Head of Department after obtaining an advice from the Health Risk Manager or any appointed qualifying Health Professional.
8. The list of High Risk Vulnerability referred to in 3 and 4 above is available in ELRC Collective Agreement 1 of 2020 for ease of reference.

Your co-operation in these important matters is appreciated.



MR TS KOJANA
SUPERINTENDENT GENERAL

23/06/2020

DATE