



OFFICE OF THE HEAD OF DEPARTMENT

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TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS (HEAD & DISTRICT OFFICES)
ALL SUPERVISORS

FROM : THE HEAD OF DEPARTMENT

SUBJECT : CLOSURE OF DEPARTMENT FROM
17 DECEMBER 2021 – 03 JANUARY 2022.

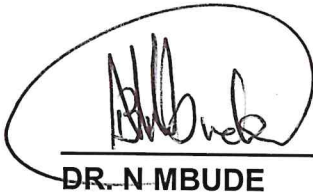
1. The aim of this memorandum is to notify all staff members about the closure of the Department between 17 December 2021 and 03 January 2022.
2. Managers are further encouraged to grant leave of absence to staff under their control during this period.
3. Such leave should be granted within the applicable Public Service Legislative Framework, with particular emphasis placed on the availability of Leave Credits.
4. All staff members must submit approved leave forms for the period of closure to **Directorate: Human Resource Administration for capturing and recording.**
5. This arrangement does not apply to some employees in HR, SCM, Exams and Finance who may be performing critical services during the period 17 December 2021 to 3 January 2022.

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03 JANUARY 2022.**



6. Should you require additional information regarding the content of this memorandum. Please do not hesitate to contact Ms. BM Madonsela 040 608 4298 alternatively by e-mail at buhle.madonsela@ecdoe.gov.za

Yours in quality education



DR. N MBUDE
HEAD OF DEPARTMENT - EC EDUCATION

16/11/2021
DATE

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03 JANUARY 2022.**