



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

TO : DEPUTY DIRECTOR GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
HEAD & DISTRICT OFFICE DIRECTORS
CEO's OF FET COLLEGES
DEPUTY DIRECTORS – HRA&P (DISTRICT OFFICES)
ALL SUPERVISORS
EDUCATION DEVELOPMENT OFFICERS
PRINCIPALS OF SCHOOLS
ALL EMPLOYEES

FROM : HEAD OF DEPARTMENT (A)

SUBJECT : LEAVE MANAGEMENT: UTILISATION OF VACATION LEAVE CREDITS (LEAVE CYCLE ENDING 30 JUNE 2024)

DATE : 03 APRIL 2024

1. An earnest call is hereby made on all line managers to ensure that all staff members under their control must utilize their previous cycle (2023) remaining vacation leave credits before 1 July 2024. Whilst care must be taken that all leave already taken are accounted for and that leave forms in this respect had been submitted for capturing on PERSAL system to the local human resource administration component, the latter must be consulted to verify such available leave credits unless complete and accurate records are at hand that confirms available leave credits.
2. Your attention is drawn to the following extract from Part 4: Determination and Directive on Leave of Absence in the Public Service.

Paragraph 5.5

"At least 10 working days must be taken as leave days during the annual leave cycle. The utilization of this leave must take the service delivery requirements of a department into account. NOTE: Annual leave should, as far as possible, be taken as consecutive working days".

Paragraph 5.6

“The remaining leave days, if any, must be taken no later than 6 months after the expiry of the relevant leave cycle, where after unused leave credits shall be forfeited”.

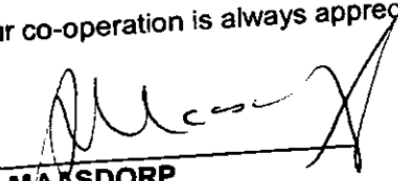
3. It is important to also note that in terms of paragraph 5.2, on the said Determination “annual leave should be planned and scheduled at least at the start of a leave cycle, i.e. January of each year”.

Therefore, since the 6 month period of the previous leave cycle expires on 30 June 2024 as indicated above, no rescheduling of leave for the previous cycle may be rescheduled beyond this date.

4. Paragraph 5.5 above has been included with a secondary purpose to remind line managers about leave planning and scheduling for current leave cycle (2024) that needs to be done immediately as this will further serve to avoid an abnormal influx of leave applications for the current cycle, towards the end of June 2024.
5. Furthermore, line managers are charged herewith to bring the contents of this communiqué to the attention of employees under their control that are currently on precautionary suspension, since they are not precluded from applying for leave.

Any enquiries/comments regarding the above may be routed to Mr. Andile Mbambo at andile.mbambo@ecdoe.gov.za or Tel: (040) 608 4560

Your co-operation is always appreciated.


SA MAASDORP
ACTING – HEAD OF DEPARTMENT
EASTERN CAPE: EDUCATION

DATE:

16/04/2024