



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS
DEPUTY DIRECTORS: CLUSTER OFFICES
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA&P
DISTRICT HRA&P OFFICIALS
CIRCUIT MANAGERS
PRINCIPALS

FROM : DIRECTOR: HUMAN RESOURCE ADMINISTRATION (A)

DATE : 5 SEPTEMBER 2024

SUBJECT : APPOINTMENT OF SUBSTITUTES/RELIEVE TEACHER FOR EDUCATORS ON TEMPORARY INCAPACITY LEAVE

When Educators are on Temporary Incapacity leave it places schools at a disadvantage as although there is empathy for a sick employee the fact is that teaching and learning must continue. To alleviate the wait Chief Directorate Human Resource Management and Development acceded to the request to not require a completed Temporary Incapacity Leave application form for a principal to request a substitute.

Although sick certificates are submitted to request the substitute/s the completed Temporary Incapacity Leave application is not submitted for processing by the District/Head Office and the Health Risk Manager.

This practice will be discontinued with immediate effect and for the appointment of a substitute a completed Temporary Incapacity Leave Application must be submitted for the request to be processed.

MS S MAASDORP
HEAD OF DEPARTMENT (A)

16.10.2024
DATE