



**OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

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**MEMORANDUM**

**TO :** DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
CLUSTER CHIEF DIRECTORS  
DEPUTY DIRECTORS: CLUSTER OFFICES  
DIRECTORS  
DEPUTY DIRECTORS: HRA&P  
CIRCUIT MANAGERS  
PRINCIPALS  
ALL OFFICIALS

**FROM :** DIRECTOR: HUMAN RESOURCE ADMINISTRATION (A)

**DATE :** 5 SEPTEMBER 2024

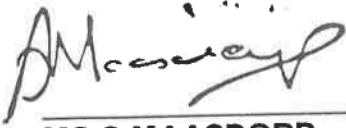
**SUBJECT :** POLICY ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT TRAINING

The Policy on Incapacity Leave and Ill-Health Retirement (PILIR) is applicable to all officials and educators in the department. The administration of leave and all its facets is a management responsibility. PILIR must be managed responsibly and in a timely manner. The National School of Government (NSG) has updated the online Training on PILIR and released the new program. Notification is attached.

During the recent audit by the Auditor General of South Africa (AGSA) findings were on PILIR cases. It stands to reason that they will be looking into how the Department manages PILIR in the next audit. This will ensure that all have the same understanding of how PILIR is administered.

It is important to note that leave has a monetary value attached to it. When especially Educators are on long periods of incapacity leave it affects the operations, teach and learning at schools. Good management of PILIR will reduce the risks to the department as well as improved administrative processes such as timeous reporting of cases and addressing of outcomes.

In order to achieve this all supervisors and managers at all levels must complete the online training course by 31 January 2025. Proof of completion must be submitted to Director: HRA's office.



**MS S MAASDORP**  
**HEAD OF DEPARTMENT (A)**

16.10.2024  
**DATE**