

DEPARTMENT OF BASIC EDUCATION

NO. 5957

7 March 2025

**AMENDMENT OF THE PERSONNEL ADMINISTRATIVE MEASURES AND
GOVERNMENT GAZETTE NO 38249, 27 NOVEMBER 2014**

I, Siviwe Gwarube , Minister of Basic Education, have in accordance with section 4, read with section 35 of the Employment of Educators Act, 1998 determined that:

The *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022) and the Government Gazette No. 38249 of 27 November 2014 will be amended to include these conditions of service as outlined in the Schedule.

Yours sincerely



MS S GWARUBE, MP
Minister of Basic Education
Date: 16/02/2025

SCHEDULE

1. The following paragraph shall amend Chapter B of the *Personnel Administrative Measures* by replacing the paragraph with the same numbering. The amendment in this paragraph will **apply retrospectively** to the date of the publishing of *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022)

B.8.7 Salary applicable to an educator who is voluntarily appointed to a lower post level/demotion/whose appointment is a downgrade from his/her current post (voluntary)

The same provisions as in paragraph B.8.5.2.1 (b) and (d) apply.

2. The following paragraphs shall amend Chapter B of the *Personnel Administrative Measures* by replacing the paragraphs with the same numbering. The amendments in these paragraphs will **apply retrospectively** to the date of the publishing of *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022)

B.10.2.1 Educators on REQV 10, 11 or 12

If a serving educator with REQV 10, 11 or 12 improves his/her education qualifications, which has the effect that his/her REQV improves to REQV 13, the educator's salary will adjust to the entry notch code of REQV 13. If already on the entry notch code of REQV 13 or beyond, he/she will receive a cash bonus equal to 10% of notch the entry notch code of REQV 14.

B.10.2.2 Educators with REQV 13

Cash awards payable to educators in terms of these measures, are calculated in all cases as 10% of the entry notch code of REQV 14. In respect of an educator who improves his/her qualifications while in service, the value of this salary notch as on the date on which the qualification was obtained, will apply. In respect of educators who enter the service and who qualify for a cash bonus due to a qualification that is higher than REQV 13, the value of this salary notch, as on the date on which the person qualifies for the cash award, will apply.

B.10.2.3 Educators on post level 1 with REQV 14 or higher and educators on post levels 2 to 6 with REQV 13 or higher

If a serving educator on post level 1 with REQV 14 or higher or an educator on post levels 2 to 6 with REQV 13 or higher improves his/her REQV such educators will receive a cash bonus equal to 10% of the entry notch code of REQV 14.

B.10.3 Recognition of Qualifications that are Higher than the Minimum Required for Appointment to a Specific Post

B.10.3.1 First appointment

An educator with a REQV of 15, 16, or 17, who is appointed (first appointment) from outside education to post level 1 or an educator with a REQV of 14 to 17 who is appointed (first appointment) from outside education to post level 2 to 6, receives, after he/she has completed a period of one year of continuous service, a cash bonus, equal to 10% of the entry notch code of REQV 14 for each REQV higher than 14 or 13 respectively.

B.10.3.2 Improvement of qualifications during a break in service

An educator who is re-appointed after a break in service and who improved his/her REQV during the break in service is appointed to the salary range that is applicable to the relevant post and the improved REQV. If such a re-appointment is to the same salary notch than what it would have been without the improved REQV, the educator will qualify for a cash bonus equal to 10% of the entry notch code of REQV 14 after he/she has completed a period of one year of continuous service.

3. Chapter B of the *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022) shall be amended by insertion of the following paragraph.

B.8.3.4 OSD Salary Structure (Equalisation of Pay Progression PSCBC Resolution 1 of 2018)

The OSD salary structure which was implemented on 1 January 2008 was adjusted to implement the provisions of the PSCBC Resolution 1 of 2018 on equalisation of pay progression across the Public Service. For the education sector, the full adjustment amounted 0.5%, i.e. from 1%-1.5%. The equalisation was implemented incrementally with an adjustment of 0.3% in July 2018 and the remaining 0.2% in July 2019.

Refer to Annexure B.11 for the adjusted OSD key salary scale translation tables (effective from 1 July 2018) and Annexure B.11.1 for the implementation rules for the 2018 translation and, Annexure B.12 for the adjusted OSD key salary scale translation tables (effective from 1 July 2019) and Annexure B.12.1 for the implementation rules for the 2019 translation.

4. The following Annexure shall be inserted and numbered accordingly in the *Personnel Administrative Measures* (Government Gazette No. 47295 of 2022).

Annexure B.11.1

BUSINESS RULES FOR THE IMPLEMENTATION OF THE EQUALISATION OF PAY PROGRESSION FOR EDUCATORS, JULY 2018.

1. INTRODUCTION

- 1.1. This document is aimed at giving guidance to human resource practitioners in the application of the regulations pertaining to salaries and related matters as stipulated in the PAM and related Collective Agreements in the context of changes brought about by the signing of the PSCBC Resolution 1 of 2018.
- 1.2. The Minister gazetted the new salary scale applicable as of 01 July 2018 in January 2019.
- 1.3. These Guidelines are by no means exhaustive. However, an attempt was made to cover the most used transactions in normal process of implementation of the conditions of service for educators.
- 1.4. These guidelines will be in effect until the change of the salary scale, which will take effect from 01 July 2019 to finalise the equalisation.
- 1.5. The new salary structure was introduced to implement the PSCBC Resolution 1 of 2018 the clauses on equalisation of pay progression in the public service to 1.5%. The agreement was that the equalisation would be implemented incrementally with a 0.3% implemented on 01 July 2018 and the 0.2% in July 2019.
- 1.6. In revising the salary structure, it was found that the conventional approach of keeping the existing number of notches and translation to the nearest higher notch came with higher translation cost. This was a challenge noting that National Treasury did not provide additional funding to cover the translation costs, as the affected sectors were required to fund the additional costs from their existing funds.
- 1.7. The approach taken was to keep the existing notches but introduce equalisation or “sandwich” notches to affect the equalisation. The “sandwich” notch ensured that there would not be any additional translation costs as it catered for pay progression only, that is, educators who did not receive pay progression would remain on the notches they occupied as of 01 April 2018. The introduction of the “sandwich” notch had an effect of doubling the number of notches.

2. GENERAL DESCRIPTION OF THE NEW SALARY SCALE

The Introduction of the “sandwich” notch had the following key structural implications on the salary structure as of 01 April 2018:

- 2.1. The doubling of the number of notches.

- 2.2. The percentage difference between notches as they appear on the salary structure is no longer constant.
- 2.3. Non-package: even notches are old and odd are new (old notch always a reference notch, in this case even notches).
- 2.4. Package: odd notches are old and even are new (old notch always a reference notch, in this case odd notches); and
- 2.5. The odd notches (non-package) and even notches (package) are the new notches brought by the equalisation
- 2.6. New in-between notches (190-192) and (308-310) Notch Codes 190/192 and 191/193 as well as 308/310 and 309/311 are new in between notches which will be made in active on PERSAL i.e. Notch Codes 192, 193, 310 and 311. In line with the PAM Paragraph B.9.1.1.2 an educator shall progress as follows:
- Notch Code 190 to 194 (even notches).
 - Notch Code 191 to 195 (odd notches).
 - Notch Code 308 to 312 (even notches); and
 - Notch Code 313 to 319 (odd notches)
3. The percentage difference between notches which applied for the purpose of the implementation of the 1.3% pay progression as of 01 July 2018:

3.1. Non-package Notches

- Percentage difference between notches (non-package) moving from an *even* notch
 - An *even numbered* (“old”) notch and a **first odd numbered** (sandwich or equalisation notch) is 0.3%
 - An *even numbered* notch and the next *even numbered* notch (both “old” notches) is 1.0%
 - An *even* notch and the *second* odd notch are 1.3% (pay progression)

| | | Percentage gap between notches | | |
|------------|-------------|--------------------------------|---------|---------|
| Notch Code | Notch Value | 0.3% | 1.0% | 1.3% |
| 164 | 262 899 | 262 899 | 262 899 | 262 899 |
| 165 | 263 688 | 263 688 | | |
| 166 | 265 515 | | 265 515 | |
| 167 | 266 313 | | | 266 313 |

3.2. Package Notches

- Differences in notches when counting from an odd notch
 - An *odd numbered* notch and **first even** (“old”) notch is 0.3%
 - An *odd numbered* notch and an *odd numbered* notch (both “sandwich” notches) is 1.0%
 - An *odd* notch and the *second* even notch are 1.3% (pay progression)
- Educators who received pay progression should currently be on a “sandwich” notch.

| | | Percentage gap between notches | | |
|------------------|-------------|--------------------------------|---------|---------|
| Notch Code | Notch Value | 0.3% | 1.0% | 1.3% |
| 3 4 5 6 | 742 071 | 742 071 | 742 071 | 742 071 |
| | 744 297 | 744 297 | | |
| | 749 493 | | 749 493 | |
| | 751 740 | | | 751 740 |

3.3. Differences between *odd numbered* notches and that between *even numbered* notches for implementing 6 % rule on appointments, promotions and demotions.

- The percentage difference between an even numbered notch and the next even numbered notch is 1%.
- The percentage difference between an odd numbered notch and the next odd numbered notch is 1%; and
- The above applies for both package and non-package notches

4. IMPLEMENTING SPECIFIC TRANSACTIONS

4.1. APPLYING THE 6% RULE IN CASES OF APPOINTMENTS AND RE-APPOINTMENTS (PAM B.8.5 AND CA 2 OF 2018; PROMOTIONS (PAM B.8.6); AND DEMOTION (PAM B.8.5.8.3)

- 4.1.1. The principle in this regard is to ensure that any movement up (appointments, promotions) or down (demotion) the salary scale must be at least 6%.
- 4.1.2. Always count from the notch that the educator occupies or the applicable reference notch.
- 4.1.3. If an educator is on an even numbered notch or the even number applicable reference notch the counting considers even numbered notches. If an educator is on an odd numbered notch or the odd numbered applicable reference the counting considers, the odd notches.
- 4.1.4. Below are the examples to illustrate the counting using promotions:

Example 1 (Re-appointment)

A post level 1 educator is re-appointed to the same level and has an REQV 14 qualification and more than six (6) years' experience. The entry Notch Code for an educator with REQV 14 qualification is Notch Code 164. The educator will be placed at Notch Code 176. (**Note: CA 2 of 2018 does not refer to REQV, it refers to entry level**)

Example 2 (Promotion)

A post level 1 educator on notch code 194 is promoted to a post level 2 post. The minimum notch code applicable to post level 2 is notch code 210. The educator is appointed to Notch Code 210.

Counting 6% from Notch Code 194 ends at Notch Code 206 which below the starting Notch Code 210.

Example 3 (Promotion)

A post level 1 educator on notch code 207 is promoted to a post level 2 post. As the educator's salary must be increased by at least 6%, he/she is appointed to notch code 219.

Example 4 (Promotion)

A P3 Principal (post level 4) on notch code 370 applies for a P5 post (post level 4). The minimum notch code for a P5 post is 350. The principal should either move to the minimum notch or gain at least 6%. As he/she is already on a notch higher than the minimum of 350, he/she must be appointed to notch code 382.

4.2. ACTING ALLOWANCE (PAM C4)

4.2.1. For implementing the Acting Allowance in terms of Paragraph C.4.1.6 of the PAM, the 6% rule as explained in 5.1 above applies.

4.3. PER HOUR TARRIFS (PARAGRAPH C.5.1)

4.3.1. The following changes will apply to the calculation of the per hour tariffs

- On Paragraph C.5.1.1.1 OSD Notch Code 108 changes to Notch Code 210
- On Paragraph C.5.1.1.2 OSD Notch Code 55 changes to Notch Code 106
- On Paragraph C.5.1.1.3 OSD Notch Code 126 changes to Notch Code 244

4.4. 10% BONUS ON IMPROVEMENT OF REQV (PARAGRAPH B.10.2.5 OF THE PAM)

4.4.1. In calculating the cash bonus the following change will apply.

- On Paragraph B.10.2.5 Notch Code 85 changes to Notch Code 164

4.5. DETERMINATION OF MINIMUM (ENTRY) AND MAXIMUM SALARY AT APPOINTMENT FOR ALL POSTS

4.5.1. Please Refer to Annexes A and B for the for the minimum entry (appointment) and maximum notches

4.6. MAXIMUM NOTCH TO TRANSLATE TO INCLUSIVE PACKAGE (PAM B.8.3.3)

4.6.1. Previously if a DCES was eligible to pay progress from Notch Code 160 to Notch Code 161, the said DCES had to be translated to Notch Code 001 of the Inclusive Remuneration Package. This principle remains the same. However, the old Notch Code 160 was translated to Notch Code 310, which is now an inactive notch. This then implies that a DCES who is either on Notch Codes 308 or 309 and is eligible for pay progression, must be immediately translated to Notch Code 001 of the Inclusive Remuneration Package.

5. The following Annexure shall be inserted and numbered accordingly in the *Personnel Administrative Measures* (Government Gazette No. 47295 of 2022).

Annexure B.12.1

BUSINESS RULES FOR THE IMPLEMENTATION OF THE EQUALISATION OF PAY PROGRESSION FOR EDUCATORS FROM, JULY 2019

1. INTRODUCTION

- 1.1. These business rules aim to give guidance to human resource practitioners in the application of the regulations pertaining to salaries and related matters as stipulated in the PAM and related Collective Agreements in the context of changes brought about by the signing of the PSCBC Resolution 1 of 2018.
- 1.2. The new salary structure implements the PSCBC Resolution 1 of 2018 and the clauses that related to equalisation of pay progression in the public service to 1.5%. It was agreed that the equalisation process would be implemented incrementally in two stages, with a 0.3% implemented on 01 July 2018 and 0.2% on 01 July 2019.
- 1.3. The Minister has gazetted the new salary scales applicable from 01 July 2019.
- 1.4. These business rules are effective from 01 July 2019 henceforth and represent the second and final stage of the implementation of PSCBC Resolution 1 of 2018 on equalisation of pay progression. Please note that these business rules do not replace the previous ones as far as their application to the relevant transactions up to and including 30 June 2019.
- 1.5. These business rules are by no means exhaustive. However, they attempt to cover the critical transactions in the normal process of implementation of the conditions of service for educators.
- 1.6. In these business rules, the phrase “old salary scales” will refer to the salary scale effective up to 30 June 2019 while the “new salary scales” will be in reference to the salary scales effective from 01 July 2019.

2. GENERAL DESCRIPTION OF THE NEW SALARY SCALE

- 2.1. The new salary scales are a continuation of the old salary scales as far as the number of notches is concerned, that is 432 notches for non-package and 121 notches for package scale.
- 2.2. The percentage difference between notches as they appear on the salary structure will be constant at 0.5%.
- 2.3. Building from the old salary scale, the following restructuring was done:
 - 2.3.1. Non-package: The odd (sandwich) notches, which were 1% apart, from the old scale, were transferred to new salary scale. The “even” notches from the old salary scale were dropped. New notches (sandwich) were created to ensure that the difference

between the notches would be a constant 0.5%. Note: Most educators in this category were on odd (sandwich) notches as they had received pay progression on 01 July 2018.

2.3.2. Package: the *even* (sandwich) notches, which were 1% apart, from the old scale were transferred to new salary scale. The *odd* notches from the old salary scale were dropped. New notches (sandwich) were created to ensure that the difference between the notches would be a constant 0.5%. Note: Many educators in this category were on even (sandwich) notches as they had received pay progression on 01 July 2018.

2.4. Following are the implications in terms of *translation* to the new salary scales:

2.4.1. Educators that were on notches that were transferred to the new salary scale will translate to the new salary scales on the same notch value.

2.4.2. Educators that were on the dropped notches will translate to the new salary scale on the next notch values that are higher. Effectively, these educators will gain at least 0.3% because of translation.

2.4.3. Given that the even notches on the old salary scales were also reference notches, e.g. entry notches, tariff setting, promotions, demotions etc. there will effectively be an adjustment of 0.3% to reference notches.

2.5. The following are implications in terms of payment of **pay progression** after translation to the new salary scales:

2.5.1. Pay progression will be applied after translation to the new salary scales

2.5.2. Given that the difference between the actual notches is 0.5%, the value of pay progression will be the movement of three actual notches.

2.6. New in-between notches that are less than 0.5% apart thus resulting in movement of less than 1.5% are movements between 190/**191** and 194/**195** as well as 307/**308** and 311/**312**. **Notches 191, 195, 308, 312** are new in-between notches which will be made inactive on PERSAL. In line with the PAM Paragraph B.9.1.1.2 educator on and around the affected notches shall progress as follows:

- Notch Code 188 to 192
- Notch Code 189 to 193
- Notch Code 190 to 194
- Notch Code 191 “Inactive move to 192”
- Notch Code 192 to 196
- Notch Code 193 to 197
- Notch Code 194 to 198
- Notch Code 195 “Inactive move to 196”
- Notch Code 305 to 309
- Notch Code 306 to 310
- Notch Code 307 to 311

- Notch 308 “Inactive move to 309”
- Notch Code 309 to 313
- Notch Code 310 to 314
- Notch Code 311 to 315
- Notch Code 312 “Inactive move to 313” or MMS Package where applicable

2.7. As Notch Code 308 will be rendered inactive, the Principal P4 entry notch. This also affect the maximum demotion to Principal P2, Deputy Principal and Deputy Chief Education Specialist (PAM B.5.8.3.1c) will move to Notch Code 309.

3. The percentage difference between notches which applied for the purpose of the implementation of the **1.5% pay progression** as of 01 July 2019 is illustrated below:

3.1. **Package and Non-package Notches (e.g. on the table below)**

- Percentage difference between notches
 - Movement from the current notch to the next on the salary is 0.5%
 - Movement from the current notch to the second notch is 1.0%
 - Movement from the current notch to the third notch is 1.5%

| | | Percentage gap between notches | | |
|------------|-------------|--------------------------------|---------|---------|
| Notch Code | Notch Value | 0.5% | 1.0% | 1.5% |
| 164 | 280 038 | 280 038 | 280 038 | 280 038 |
| 165 | 281 424 | 281 424 | | |
| 166 | 282 825 | | 282 825 | |
| 167 | 284 238 | | | 284 238 |

4. IMPLEMENTING SPECIFIC TRANSACTIONS

4.1. APPLYING THE 6% RULE IN CASES OF APPOINTMENTS AND RE-APPOINTMENTS (PAM B.8.5 AND CA 2 OF 2018; PROMOTIONS (PAM B.8.6); AND DEMOTION (B.8.5.8.3)

- 4.1.1. The principle in this regard is to ensure that any movement up (appointments, promotions) or down (demotion) the salary scale must be at least 6%.
- 4.1.2. Always count from the notch that the educator occupies or the applicable reference notch.
- 4.1.3. Below are the examples to illustrate the counting using promotions:

Example 1 (Re-appointment)

A post level 1 educator is re-appointed to the same level and has an REQV 14 qualification and more than six (6) years' experience. The entry Notch Code for an educator with REQV 14 qualification is Notch Code 164. The educator will be placed at Notch Code 176. (Note: CA 2 of 2018 does not refer to REQV, it refers to entry level)

Example 2 (Promotion)

A post level 1 educator on Notch Code 194 is promoted to a post level 2 post. The minimum notch code applicable to post level 2 is Notch Code 210. The educator is appointed to Notch Code 210. No additional notches will be implemented as counting 6% from Notch as Code 194 ends at Notch Code 206 which below the starting Notch Code 210.

Example 3 (Promotion)

A post level 1 educator on Notch Code 207 is promoted to a post level 2 post. As the educator's salary must be increased by at least 6%, he/she is appointed to Notch Code 219.

Example 4 (Promotion)

A P3 Principal (post level 4) on Notch Code 370 applies for a P5 post (post level 4). The minimum notch code for a P5 post is 350. The principal should either move to the minimum notch or gain at least 6%. As he/she is already on a notch higher than the minimum of 350, he/she must be appointed to Notch Code 382.

Example 5 (Demotion)

A former post level 2 educator on salary Notch Code 224 is demoted to a teacher REQV 14 (post level 1). The salary must be decreased by 1 X 6 notches = Notch Code 212. Notch Code 212 is lower than the Notch Code 230, which is the maximum notch for Teacher REQV 14 post level 1. The educator is appointed to salary Notch Code 212.

4.2. ACTING ALLOWANCE (PAM C4)

- 4.2.1. For implementing the Acting Allowance in terms of Paragraph C.4.1.6 of the PAM. The 6% rule as explained in 4.1 above applies.

4.3. PER HOUR TARRIFS (PARAGRAPH C.5.1 OF THE PAM)

- 4.3.1. The following changes will apply to the calculation of the per hour tariffs
- On Paragraph C.5.1.1.1 Notch Code 210 will apply with the 0.3% adjustment because of translation.

- On Paragraph C.5.1.1.2 Notch Code 106 will apply with the 0.3% adjustment because of translation.
- On Paragraph C.5.1.1.3 Notch Code 244 will apply with the 0.3% adjustment because of translation.

4.4. **10% BONUS ON IMPROVEMENT OF REQV (PAR B.10.2.5 OF THE PAM)**

4.4.1. In calculating the cash bonus the following change will apply.

- On Paragraph B.10.2.5 Notch Code 164 will apply with the 0.3% adjustment because of translation.

4.5. **DETERMINATION OF MINIMUM (ENTRY) AND MAXIMUM SALARY AT APPOINTMENT FOR ALL POSTS**

4.5.1. Please refer to Annexes A and B for the for the Minimum entry (appointment) and Maximum notches.

4.6. **MAXIMUM NOTCH TO TRANSLATE TO INCLUSIVE PACKAGE (PAM B.8.3.3)**

4.6.1. The rendering of Notch Codes 308 and 312 inactive will influence the maximum notch for DCES to translate Inclusive Remunerative Package.

4.6.2. As New Notch Code 308 is an in between notch and will be rendered inactive on PERSAL Notch Code 311 will be the maximum notch code on the basic salary range for DCES's. If a DCES pay progresses to Notch Code 313 and beyond, the DCES should therefore be translated to the Inclusive Remuneration package for educators.

4.6.3. A DCES who is eligible to pay progress from Notch Codes 309 to 313 (1.5%); 310 to 314 (1.5%); 311 to 315 (1.5%); 312 to 316, in terms of the new salary scale, must be translated to Notch Code 001, 002, 003 and 004 of the Inclusive Remuneration Package respectively.

4.6.4. **Example: P4 Principal promoted to a DCES Inclusive Package**

A P4 Principal that is on **Notch Code 345** is promoted to a DCES post. A commencing notch of the DCES post as advertised is **Notch Code 286**. Paragraph B.8.6.2 of the PAM stipulates". "The salary of an educator who is appointed to a graded principal post, with a higher grade than his/her current post, must be adjusted to the minimum notch of the salary range applicable to the higher-grade post, provided that the educator's salary is increased at all times by at least 6%, irrespective of whether the current notch code falls below or within the higher salary range".

The educator's salary shall then be adjusted to **Notch Code 357** (12 Notches – 12 x 0.5% = 6%). Paragraph B.8.3.3.2 of the PAM makes provision for a DCES that is on **Notch Code 313** and above to be translated to the relevant notch code of the

Inclusive Remuneration package for educators. The educator will therefore be translated to **Notch Code 045** of the Inclusive Remuneration Package.

Determination of the number of notches for promotions (6% equals 12 notches)

| Event | Notch Code (1/7/2019) After Translations | Notch Value 1/07/2019 (After Translation) | Number of Notches |
|-----------------------------|--|---|-------------------|
| | 345 | 683 547 | 1 |
| | 346 | 686 979 | 2 |
| | 347 | 690 399 | 3 |
| | 348 | 693 858 | 4 |
| | 349 | 697 284 | 5 |
| PRINC P5 ENTRY NOTCH | 350 | 700782 | 6 |
| | 351 | 704 265 | 7 |
| | 352 | 707 790 | 8 |
| | 353 | 711 294 | 9 |
| | 354 | 714 894 | 10 |
| | 355 | 718 407 | 11 |
| | 356 | 722 022 | 12 |
| | 357 | 725 616 | |

6. The following paragraphs shall replace the paragraphs with the same numbering in Chapter D of the *Personnel Administrative Measures*. The amendments in these paragraphs will **apply retrospectively** to the date of the publishing of *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022).

D.2 REMUNERATION FOR THE PERFORMANCE OF EXAMINATION-RELATED DUTIES

D.2.2.5.1 Translation of question paper/test and accompanying [memorandum] marking guideline [1.0] 0.0039 x (standard tariff [x duration of question paper in hours] for level 1) per word. The standard tariff for level I is applicable for levels I-III.

For both National and Provincial papers

D.2.2.5.2. Adaptation of question papers/tests (Both provincial and national question Papers/Tests)

0.0039 x (standard tariff for level 1) per word. The standard tariff for level 1 is applicable for levels I-III.

D.2.2.5.3. Versioning of question paper/tests (Both provincial and national question papers/tests)

0.0041 x (standard tariff for level 1) per word. The standard tariff for level I is applicable for levels I-III.

D.2.2.5.4 Editing of question papers (Both provincial and national question papers/tests)

[0.35] 0,0035 x (Standard tariff for level 1 per word) (all levels). The standard tariff for level I is applicable for levels I-III.

D.2.2.9.1. Irregularity Officer

0.75 x (standard tariff) per hour. The standard tariff for level II is applicable for levels I-III.

D.2.2.13.3 Examination assistant

0,2 x (standard tariff [for Level II]) per hour. The standard tariff for level II is applicable for levels I-III.

7. The following Annexure shall amend Government Gazette No. 38249 of 27 November 2014 by replacing Schedule A1 and amend the *Personnel Administrative Measures (PAM)* (Government Gazette No. 47295 of 2022) by replacing Annexure H.1.

Annexure H.1

APPLICATION FOR LEAVE OF ABSENCE: SCHOOL BASED EDUCATORS

| Surname: | | | | | | | | Initials: | | | | | |
|--|--|---------------------|--|--|--|--|------------|-------------------------|----------------------|-----|----|--|--|
| PERSAL Number: | | | | | | | | Contract Educator | | Yes | No | | |
| Address during leave: | | Substitute Educator | | | | | | Yes | | No | | | |
| | | | | | | | | Department | | | | | |
| | | | | | | | | District | | | | | |
| Email Address: | | School | | | | | | | | | | | |
| TEL/CELL: | | Pay Point | | | | | | | | | | | |
| SECTION A | | | | | | | | | | | | | |
| Type of Leave Applied for as Working days | | | | | | Start Date | End Date | Number of Working days | | | | | |
| Capped Leave Days (only applicable to educators with capped leave) | | | | | | | | | | | | | |
| Specify Type of Leave for which Capped Leave is utilised | | | | | | | | | | | | | |
| Normal Sick Leave ¹ | | | | | | | | | | | | | |
| Temporary Incapacity Leave | | | | | | <i>This application form must not be used to apply for temporary incapacity leave. Temporary incapacity Leave must be applied for on the application form prescribed in terms of the Management Policy and Procedure on Incapacity Leave and Ill-health Retirement for Public Service employees.</i> | | | | | | | |
| Leave For Occupational Injuries and Diseases (Medical Certificate & WC12) | | | | | | | | | | | | | |
| Adoption Leave ² (Provide evidence) | | | | | | | | | | | | | |
| Family Responsibility Leave (Provide Evidence) | | | | | | | | | | | | | |
| Special Leave (Provide evidence) | | | | | | | | | | | | | |
| Specify Type of Special Leave | | | | | | | | | | | | | |
| Pre-Natal Leave (Provide Evidence) | | | | | | | | | | | | | |
| Paternity Leave (Provide Evidence) | | | | | | | | | | | | | |
| Leave For Union Office Bearers (Provide Evidence) | | | | | | | | | | | | | |
| Leave for Union Shop Stewards (Provide Evidence) | | | | | | | | | | | | | |
| Specify Union Affiliation | | | | | | | | | | | | | |
| Urgent Private Matters ³ (Attach Motivation/Evidence) | | | | | | | | | | | | | |
| SECTION B | | | | | | | | | | | | | |
| Type of Leave Taken as Calendar Days/Months | | | | | | Start Date | End Date | Number of Calendar Days | | | | | |
| Unpaid Leave (Attach Motivation) | | | | | | | | | | | | | |
| Maternity Leave (Attach Medical Certificate) | | | | | | | | No. Of Calendar Months | | | | | |
| Surrogacy Leave: Committing Parent (Provide supporting evidence) | | | | | | | | No. of Calendar Month | | | | | |
| Surrogacy Leave: Surrogate mother (Provide supporting evidence) | | | | | | | | No. of Weeks | | | | | |
| SECTION C: For Periods covering parts of the day or fractions | | | | | | | | | | | | | |
| Type of Leave Applied for as Working Days and Calendar Days (unpaid leave) | | | | | | Date | Start Time | End Time | No. of Hours/Minutes | | | | |
| Capped Leave (only applicable to educators with capped leave) | | | | | | | | | h | m | | | |
| Normal Sick Leave | | | | | | | | | h | m | | | |
| Family Responsibility Leave (Provide Evidence) | | | | | | | | | h | m | | | |
| Pre-Natal Leave (Provide Evidence) | | | | | | | | | h | m | | | |
| Paternity Leave (Provide Evidence) | | | | | | | | | h | m | | | |

| | | | | | | |
|--|--------------------------|-----------------|--------------------------|------------------|---|---|
| Special Leave | | | | | h | m |
| Specify Type of Special Leave | | | | | | |
| Surname | | Initials | | PERSAL No | | |
| Leave For Union Office Bearers (Provide Evidence) | | | | | | |
| | | | | | h | m |
| Leave for Union Shop Stewards (Provide Evidence) | | | | | | |
| | | | | | h | m |
| Specifv Union Affiliation | | | | | | |
| Urgent Private Matters– (Attach motivation/Evidence) | | | | | | |
| <i>I hereby certify that I have acquainted myself of my available leave credits and with the rules governing the leave I have applied for and certify that the information I provided is correct. Furthermore, I fully understand that if I do not have sufficient leave credits from my previous or current leave cycle to cover for my application, my capped leave as of 30 June 2000 will be automatically utilised.</i> | | | | | | |
| _____ | | | _____ | | | |
| EMPLOYEE SIGNATURE | | | DATE | | | |
| Recommendation By Supervisor/Manager (Mark with X) | | | | | | |
| Recommended | <input type="checkbox"/> | Not Recommended | <input type="checkbox"/> | | | |
| REMARKS (If not recommended please state the reasons & the dates in the case of rescheduling): | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | _____ | | | |
| MANAGER/SUPERVISOR’S SIGNATURE | | | DATE | | | |

| | | | |
|--|--------------------------|----------------------|--------------------------|
| Approval by Head of Department (Mark with X) | | | |
| Approved With Full Pay | <input type="checkbox"/> | Approved Without Pay | <input type="checkbox"/> |
| | | Not Approved | <input type="checkbox"/> |
| REMARKS (If approved with a change in condition of payment or not approved, please provide motivation): | | | |
| _____ | | | |
| _____ | | _____ | |
| SIGNATURE OF HOD OR DESIGNEE | | DATE | |

| | | |
|-----------------------|-------------------|-----------------|
| DATA CAPTURING | | |
| CAPTURED BY _____ | CAPTURED ON _____ | SIGNATURE _____ |
| CHECKED BY _____ | CHECKED ON _____ | SIGNATURE _____ |

¹ Applications in respect of sick leave of three or more days must be accompanied by a medical certificate issued by a registered medical practitioner.
² Applications for adoption leaves must be accompanied by a declaration on how the entitlement will be used in the case where both spouses are in the employ of the Public Service.
³ Leave for Urgent Private Affairs is clarified in H.11 of the Personnel Administrative Measures (PAM).