



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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**TO : DEPUTY DIRECTOR GENERALS
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
HEAD OFFICE AND DISTRICT DIRECTORS
CIRCUIT MANAGERS
DEPUTY DIRECTORS
SCHOOL PRINCIPALS
ALL SUPERVISORS
ALL DEPARTMENTAL EMPLOYEES**

FROM : DIRECTOR: HUMAN RESOURCE ADMINISTRATION

DATE : 18 AUGUST 2025

SUBJECT : LEAVE MANAGEMENT PROCESSES IN THE DEPARTMENT

Leave Management in a Department as large as this department remains challenging. The Auditor General has once again raised the issue around the insufficient leave control measures in place.

The following control measures have been put in place. HRA will be providing a PERSAL report on a quarterly basis for all the leave captured for the period under review. A validation will be done at school, circuit, district and directorate level whereby the PERSAL report will be checked against the attendance registers.

Discrepancies must be identified and may be leave forms not captured and captured incorrectly. This must be recorded on the validation form. For Districts the schools must submit the forms to the circuit manager who must consolidate them for the circuit and in turn submit the reports for the circuit to the District HRA&P office. The district must consolidate all the circuit reports and submit them under the District Director's signature by due date.

At Head Office the reports will be sent to the branch heads for dissemination to the Chief Directors and Directors. At directorate and sub directorate level the validation of the PERSAL report against the attendance registers must be done. The

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consolidated report per branch must be submitted to HRA under the signature of the Branch head.

If the reports are not submitted on time or not at all non-compliance certificates will be issued. The dates are as follows:

PERIOD	DISTRIBUTION DATE	DUE BY
1 January to 30 June 2025	25 August 2025	15 October 2025
1 July to 30 September 2025	15 October 2025	30 November 2025
1 October to 31 December 2025	20 January 2026	28 February 2026
1 January to 31 March 2026	15 April 2026	15 May 2026

Documents to be used is attached.



MS B MADONSELA
DIRECTOR: HUMAN RESOURCE ADMINISTRATION

19.08.2025

DATE: