



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Mr. Andile Mbambo**. Tel: 040 608 4560. Fax :040 608 4433. Email: andile.mbambo@ecdoe.gov.za

INTERNAL MEMORANDUM

TO : ALL EASTERN CAPE DEPARTMENT OF EDUCATION STAFF
FROM : DIRECTOR – HUMAN RESOURCE ADMINISTRATION
SUBJECT : MANAGEMENT OF LEAVE AND WORK ATTENDANCE

1. A Circular on Leave Dispensation and Management thereof was issued by Human Resource Administration on 19 March 2026 via Internal Communication and a comprehensive Leave report that reflects the number of unused leave **as of 16 March 2026 for the period (01 January 2025 to 30 June 2026)** was requested and obtained. This office will forward the said Leave report to Branch Office Managers at Provincial Office and District HRA&P Deputy Directors on the on or before 23 March 2026.
2. Kindly be advised that this will be a systematic and ongoing cycle of four key functions such as planning, organizing, leading, and controlling that will be used by all Line Managers/Supervisors on a “monthly basis” to monitor work attendance and application for leave of absence effectively.
3. Line Managers/ Supervisors and Local HR are expected to ensure that:
 - Upon receipt of the abovementioned Leave report, outstanding leave forms during the period in question are completed by staff under their control, approved and submitted to Local HR immediately.

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- Local HR must capture all leave submitted before end of business day on 31 March 2026, and all suspense file transactions must be cleared before 01 April 2026.
 - Subsequently, leave taken from **01 April 2026** onwards will be captured by Local HR based on the number of available unused leave.
4. To ensure accountability; Line Managers/Supervisors and all EC Education staff are urged to draw attention to the subject matter of the Circular on Leave Management that was issued 19 March 2026 on Internal Communications via e-mail and must please ensure that procedures that are outlined are adhered to.
5. This memorandum is used to give clarity to action, expectation and outcome and ensure accountability.
6. For further information, please contact: Mr. Andile Mbambo at: andile.mbambo@ecdoe.govza/ Tel: 040 – 608 (4560) or Ms. Nosipho Zulani at nosipho.zulani@ecdoe.gov.za.

Yours in quality service delivery

BM MADONSELA
DIRECTOR: HRA
2026.03.20

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