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TO:

CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISORS AND HEAD OF EDUCATIONAL INSTITUTIONS

CIRCULAR 0004/2001

SUBSTITUTES FOR EDUCATORS WHO TAKE VACATION LEAVE FOR RELIGIOUS PURPOSES

The policy with regard to the allocation of substitutes for educators who take vacation leave (see Circular 0013/99) is hereby extended to include those cases in which educators apply for leave for religious purposes for the first time. In such cases substitutes will be granted subject to the following:

1. A substitute is granted for a maximum period of six weeks.
2. The educator who applies for leave must confirm that the leave is for religious purposes.
3. A substitute is not allocated if the educator has previously been granted leave for this purpose.
4. Schools with supernumerary educators (i.e. where there are more educators than posts) are excluded from this concession.

[Signature]
 HEAD: EDUCATION
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