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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

CIRCULAR 0052/2001

TO:

ALL CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISORS, HEADS OF INSTITUTIONS AND CHAIRPERSONS OF GOVERNING BODIES

USE OF ANNUAL VACATION LEAVE: PUBLIC SERVICE STAFF AND OFFICE-BASED EDUCATORS (EXCLUDING INSTITUTION-BASED EDUCATORS)


According to the stipulations of Resolution 7/2000, the annual vacation leave of a particular leave cycle must be used during the particular leave cycle and within a period of six months at most after the expiry of that leave cycle. For example, the leave of the 2001 leave cycle must be used before 30 June 2002. Annual leave not used lapses or must be paid out if it has been refused. The WCED has no funds for any leave-payments and therefore leave accrued for the period 1 July 2000 to 31 December 2000 and which must be used before 30 June 2001, may not be refused. The non-payment of leave also applies in respect of all future leave cycles until such time it is formally withdrawn.

The purpose of this circular is to remind all heads, supervisors and employees (i.e. public service staff and office-based educators) that the leave accrued over the period 1 July 2000 to 31 December 2000 must be used before 30 June 2001. This leave is 50 per cent (half) of the normal annual leave accrual, i.e. 11 working days in the case of 22 days' leave, 13 working days in the case of 26 days' leave and 14 working days in the case of 28 days' leave). (Please note that leave is deemed to be working days and not weekdays. Weekends and public holidays fall outside vacation leave and do not form part of it.)

Leave, however, must be used and/or granted with due consideration of the service requirements of the office, division or institution. For this reason it will be necessary to draw up a carefully compiled leave roster. It must once again be emphasised that no leave will be paid out and consequently the compilation and implementation of a leave roster is of paramount importance for the proper management of leave.

The use of annual leave by institution-based CS-educators is covered in a separate circular and therefore this circular is not applicable to them. Follow-up circulars with regard to vacation and sick leave respectively, will be issued shortly.

Kindly bring the contents of this circular to the attention of all concerned.

for 
HEAD: EDUCATION
DATE: 2001-05-02.