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Wes-Kaap Verwysdepartement

Western Cape Education Department

ISEBE IeMfundo IeNtshona Koloni

CIRCULAR NO. 0075/2001

TO:

ALL CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS AND HEADS OF ALL EDUCATIONAL INSTITUTIONS


**LEAVE/TIME-OFF FOR UNION REPRESENTATIVES: PUBLIC SERVICE STAFF**

1. Circular 97/1999 has reference.
2. Resolution No 7 of 2000, concluded in the Public Service Co-ordinating Bargaining Council (PSCBC) on 28 October 2000 now regulates all types of leave, including leave for union representatives. The Department of Public Service and Administration has issued a directive on leave of absence in the Public Service that determined that all leave cycles commenced on 1 January 2001 which therefore also applies to leave for trade union representatives whose cycle of 10 days leave previously began on 1 July of a year and ended on 30 June of the following year.
3. WHAT ARE THE IMPLICATIONS OF THIS?
  - 3.1 Union representatives are allowed to utilize 10 days leave for union activities from 1 January 2001 to 31 December 2001 and annually thereafter.
  - 3.2 If the union representative used less than 10 days leave from 1 July 2000 to 31 December 2000 the unused leave falls away.
  - 3.3 Where unpaid or vacation leave was granted to a union representative for leave taken for union activities for the period 1 July 2000 to present, the new leave cycle should be taken into consideration and leave credits must be recalculated.
4. Supervisors of union representatives (shop steward and office bearers) must take note of the change and inform union representatives of same.
5. Supervisors must keep proper record of all union representatives' absence from the workplace for union business.

MEI.D ASSEMBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /  
NCEBA UBHALI HNOMBOLO ZESALATHISO KUYO YONKE IMBALI.WANO

GRAND CENTRAL-GEBOU, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000  
GRAND CENTRAL BUILDING, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

6. Please note that a union representative is a member of a union who is elected in terms of the Organisational Rights Agreement to represent employees at an institution **and is not the ordinary member of the union.**
7. Should there be any uncertainty or questions relating to the above, please do not hesitate to contact the Directorate: Labour Relations at Tel. No.: 467-2000.

  
HEAD: EDUCATION  
DATE: 2001.06.01