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7/4/2
6/3/2



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

CIRCULAR 0083/01

TO:

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

USE OF ANNUAL VACATION LEAVE : EXPLANATION OF UNCERTAINTIES WITH REGARD TO CIRCULARS 0052 AND 0053/2001

1. With reference to Circular 0052/2001, dated 2 May 2001, and Circular 0053/2001, dated 30 April 2001, the following explanations and corrections are provided:
 - 1.1 Circular 0052/2001 is not applicable to educators and public servants who are attached to institutions. "Office-based educators" refers to personnel such as planners and subject advisors, who are not based in a school.
 - 1.2 The number of days mentioned in the second paragraph of Circular 0052/2001, namely 11(22), 13(26) and 14(28) is not applicable to public servants (non-educators) who are attached to educational institutions, in the sense that these personnel, who are entitled to school holidays, qualify for only a further 10 days per annum and therefore for 5 days for the period 1 July 2000 to 31 December 2000. It is only those 5 days that must be taken before 30 June 2001.
 - 1.3 If a public servant who is attached to an educational institution has worked during school holidays during the period 1 July 2000 to 31 December 2000 and has therefore accumulated additional leave credit, that leave should also be taken before 30 June 2001. (See paragraph 5.3 of Circular 0053/2001.)
 - 1.4 Circular 0052/2001 should be read in conjunction with paragraphs 1.1 and 1.2 of this circular.
- 2.1 I trust that the above-mentioned is clear and I apologise for the mistake which occurred.
3. The contents of this circular should be brought to the attention of all personnel under your control.
4. For any enquiries, kindly telephone one of the following numbers: 4672882, 4672561 or 4672633.


HEAD: EDUCATION
DATE: 2001.06.27