



Reference: 20160426-9847
16/4/5/4
Enquiries: I Carolus

Circular: 0019/2016
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors and Deputy Directors

Short summary: *Staggered lunch breaks for office-based employees at Grand Central Towers, Head Office.*

Subject: Approval of staggered lunch breaks for office-based employees at Grand Central Towers, Head Office

1. On 02 May 2013 office-based employees who observe normal working hours were informed of the approval of staggered working hours via Circular 0017/2013.
2. Based on the challenges currently experienced at the Grand Central Towers, with specific reference to the operation of the lifts, the Western Cape Education Department (WCED) considered adopting a policy with regard to staggered lunch breaks after consultation with all the relevant role-players. This initiative will assist with the alleviation of the congested movement of employees within the Grand Central Towers Building.
3. From a practical perspective the staggered lunch breaks will be implemented from 03 May 2016 as follows:

Employees on	Lunch breaks
10 th - 11 th floors	12:00 – 12:30
8 th – 9 th floors	12:30 – 13:00
2 nd – 7 th floors	13:00 – 13:30

4. To reach an effective outcome staff on the respective floors is called upon to ensure that the purpose of the staggered lunch breaks be adhered to.

SIGNED: P A VINJEVOLD

HEAD: EDUCATION

DATE: 2016-03-23