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Enquiries: Call Centre

Circular: 0021/2020

Expiry date: 31 December 2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices),
Deputy Directors (Head Office and district offices), Circuit Managers and Principals

Short summary: *Extension of time period for the utilisation of unused annual leave credits due to fall away at the end of the current 18-month cycle (30 June 2020).*

Subject: Extension of time period for the utilisation of annual leave credits for public service staff members in terms of PSCBC Resolution 1 of 2020

1. In order to respond to the worldwide threat of the COVID-19 pandemic, the President of the Republic of South Africa declared the COVID-19 pandemic a national disaster and subsequently called a nationwide lockdown in terms of the Disaster Management Act, 2002 (Act 57 of 2002). While the public service did not shut down, it is noted that the lockdown coincided with the grace period for the 2019 annual leave cycle which ended on 30 June 2020.
2. To this effect, a **once-off** arrangement for the purposes of the **2019 annual leave cycle** was reached between the Department of Public Service and Administration and organised labour through the Public Service Coordinating Bargaining Council (PSCBC). Therefore, PSCBC Resolution 5 of 2001, dated 27 July 2001, is amended by PSCBC Resolution 1 of 2020, dated 29 June 2020, as follows:
 - 2.1 *Parties, as a once off arrangement, agree, for purposes of the 2019 annual leave cycle, that-*
 - 2.1.1. *clause 7.1(d) of PSCBC Resolution 5 of 2001 be adjusted for the 2019 leave cycle to read as follows:*

“The remaining days of unused leave for the 2019 annual leave cycle shall be utilised within a 24-month period. The 24-month period will end 31 December 2020. All remaining unused leave for the 2019 annual leave cycle shall fall away thereafter. However, where leave due is not taken

due to the employer's service delivery requirements, such leave shall be paid at the end of the 24-month period."

3. The utilisation and management of the unused annual leave days from the 2019 annual leave cycle shall be subjected to the prevailing provisions governing annual leave in the public service, as per the *Determination and Directive on Leave of Absence in the Public Service, June 2018*.
4. Kindly bring the contents of this circular to the attention of all relevant employees.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-08-04