



Reference: 20201015-8812
File no.: 3/3/2/4/3
Enquiries: Call Centre

Circular: 0035/2020

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 Team Managers and Principals.

Short summary: *Utilisation of unused 2019 annual leave credits due to non-payment of unused leave credits.*

Subject: Utilisation of 2019 annual leave credits due to non-payment of unused leave credits

1. Department of Public Service and Administration (DPSA) Circular No. 30 of 2020 dated 3 August 2020 and WCED Circular 0021/2020 dated 4 August 2020, refer.
2. As a **once-off** arrangement, DPSA approved that the final date for utilisation of unused 2019 annual leave credits be extended to 31 December 2020.
3. Employees must thus be encouraged to take their remaining leave days of the 2019 annual leave cycle by 31 December 2020. In the event of non-compliance, all remaining unused leave credits from the 2019 annual leave cycle will be forfeited.
4. Applications for leave should be submitted to the Directorate Service Benefits at Head Office by no later than 15 December 2020.
5. Principals and Managers are requested to determine if employees have 2019 annual leave credits available by contacting the relevant Deputy Director in Directorate Service Benefits.
6. Kindly bring the contents of this circular to the attention of all relevant employees.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-10-27