Western Cape Government

Education

Directorate: Service Benefits

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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of educational institutions

Short summary: *This circular sets out an explanation of the annual leave dispensation for public service staff at educational institutions.*

Subject: Annual leave dispensation for public service staff at schools

1. This circular serves to repeal and replace Circulars 0231/2003 and 0046/2009 in their entirety.

2. **Annual leave dispensation for public service staff at schools**

2.1 Public service staff at schools and training institutions must take at least 22 of the 27 or 30 working days, whichever is applicable, as annual leave during the period for which a school/training institution closes for holidays. The remaining five or eight days, whichever is applicable, may be taken during operational time.

2.2 The annual leave entitlement should, in these circumstances, be regarded as the minimum. Therefore, if an employee is not required at the institution during the period(s) when the institution closes for the holidays, an employee may utilise his/her annual leave entitlement and/or time off granted by the employer.

2.3 The head of the school/training institution must ensure that his/her decisions are based upon the principles of fairness and equality in determining the leave roster for the employees concerned.

The annual leave rosters for all categories of institution-based Public Service Staff must be submitted to the Directorate: Service Benefits annually on or before 31 March of the particular year. For the 2021 year only, these annual leave rosters must be submitted on or before 15 June 2021

2.4 Regarding the principles of fairness and equality:

2.4.1 Annual leave and holidays constituting time off should be planned and scheduled for at the beginning of a leave cycle, i.e., during January each year.

2.4.2 School/training institutions must ensure that their strategic planning and year programmes are planned before the opening of the new school year.

2.4.3 Planning and scheduling should take place in collaboration with the head of the institution and the employees concerned.

3. **Time-off periods**

The following should be considered regarding time off during institution closure periods:

3.1 If an employee is not required during holidays, the employee does not need to report for duty except in extenuating circumstances which have a direct bearing on the operational/service delivery requirements of that institution.

3.2 Attention needs to be given to activities or services that need to take place or be delivered during the period when the school/institution closes for holidays.

3.3 The scheduling and presenting of formal training for all non-teaching members of staff during some of these periods could be considered.

3.4 A roster of time off should be developed to give each staff member a fair opportunity for time off, in the event where activities are to take place or services have to be rendered.

3.5 Tasks should be rotated between non-teaching members of staff as far as possible and where possible only a minimum service delivery staff complement should be retained, if their services are required, during the period when the school/institution closes for holidays.

3.6 Heads of institutions should ensure that the duties and responsibilities assigned to the employees concerned (during these holidays) relate to their normal assigned duties and responsibilities as contemplated in their job description, unless arranged by mutual consent.

3.7 It is important to ensure that non-teaching staff are retained on duty during holidays for valid official duties only.

4. **Annual leave dispensation for nursing personnel at educational institutions who provide 24-hour services**

4.1 Student and pupil nurses at institutions are entitled to 22 days annual leave per year.

4.2 Part time nurses, registered nurses and nursing assistants with fewer than 10 years' service are entitled to 22 days annual leave per year.

4.3 Part time nurses, registered nurses and nursing assistants with more than 10 years' service are entitled to 30 days annual leave per year.

5. All line managers/supervisors must ensure that the granting of annual leave is planned and well managed as failure to do so may result in officials forfeiting their unused annual leave credits.

6. Furthermore, line managers/supervisors must ensure that staff members have enough annual leave credits to cover the period of leave for which they are applying before recommending the leave.

7. All leave forms must be uploaded onto the People Management Practices System. The cooperation of all involved in this regard will be appreciated.

8. Kindly bring the contents of this circular to the attention of all employees.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2021-05-24