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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 (PSS) at educational institutions (Institution-based/IB).*

Subject: Annual leave dispensation for Institution-based Public Service Staff (IB PSS)

1. This circular aim to reinforce and institutionalise the management of the annual leave dispensation for IB PSS as introduced through Circular 0026/2021, dated 24 May 2021.
2. **Annual leave dispensation for IB PSS**
 - 2.1 IB PSS are appointed in terms of the Public Service Act, 1994 (Act 103 of 1994), as amended, and at Western Cape Education Department schools and training institutions. It includes post classes such as Administration Clerk, General Foreman, Cleaner, Pupil and Student Nurse, Nursing Assistant, and Registered Nurse.
 - 2.2 IB PSS with fewer than 10 years' service are entitled to 22 days annual leave per year. PSS with more than 10 years' service are entitled to 30 days annual leave per year.
 - 2.3 IB PSS must take at least 22 of the 27 or 30 working days, whichever is applicable, as annual leave during the period a school/training institution closes for holidays. The remaining five or eight days, whichever is applicable, may be taken during operational time.
 - 2.4 The annual leave entitlement should, in these circumstances, be regarded as the minimum. Therefore, if IB PSS are not required at the institution during the period(s) when the institution

closes for the holidays, they may utilise their annual leave entitlement and/or time-off granted by the employer.

- 2.5 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 IB PSS. The annual leave rosters for IB PSS must be submitted to the Directorate: Service Benefits annually on or before 31 March of the particular year. Changes to the leave roster due to contextual circumstances are understandable but should be regarded as an exception.
- 2.6 Regarding the principles of fairness and equality:
 - 2.6.1 Annual leave and holidays constituting time-off should be planned and scheduled at the beginning of a leave cycle, i.e., during January each year.
 - 2.6.2 Schools/training institutions must ensure that their strategic planning and year programmes are finalised before the opening of the new school year.
 - 2.6.3 Planning and scheduling should take place in collaboration with the head of the institution and the IB PSS concerned.

3. **Time-off periods**

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

- 3.1 If IB PSS are not required during holidays, they do not need to report for duty except in exceptional circumstances which have a direct bearing on the operational/service delivery requirements of that institution.
- 3.2 Attention needs to be given to activities/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 IB PSS during some of these periods could be considered.
- 3.4 A roster of time-off should be developed to give IB PSS fair opportunity for time-off in the event where activities are to take place or services are to be rendered during the period when schools/institutions are closed for the holidays.
- 3.5 Tasks should be rotated among IB PSS members 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 IB PSS concerned (during these holidays) relate to their normal assigned duties and responsibilities as contemplated in their job descriptions, unless arranged by mutual consent.
- 3.7 It is important to ensure that *IB PSS* are retained on duty during holidays for valid official duties only.
4. 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 IB PSS forfeiting their unused annual leave credits.
5. Furthermore, line managers/supervisors must ensure that IB PSS have enough annual leave credits to cover the period of leave for which they are applying before recommending the leave.
6. A leave form for any annual leave day/period taken must be uploaded onto the People Management Practices System. The cooperation of all involved in this regard will be appreciated.
7. Kindly bring the contents of this circular to the attention of all employees.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2022-01-31