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Circular: 0048/2022
Expiry date : None

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

Short summary: 27 December 2022 - public holiday

Subject: 27 December 2022 declared as a national public holiday

1. In line with the decision of the Western Cape Government that each provincial department determines its own operations during the holiday season, it was decided to close the Western Cape Education Department's (WCED) offices from 23 December 2022 to 30 December 2022 (five working days), except for officials performing essential duties. The five days were ringfenced and subsequently deducted from each office-based employee's annual leave credits for the 2022 annual leave cycle.
2. On 08 December 2022, the State President announced that in accordance with section 2a of the Public Holidays Act, 1994 (Act 36 of 1994), Tuesday, 27 December 2022, will be treated as a public holiday.
3. In view of the aforementioned, please be informed that National Treasury has programmatically cancelled the annual leave day for 27 December 2022 on PERSAL and added the one day to your leave credits. In this regard, the WCED office closure period will still be from **23 December 2022 to 30 December 2022 (four working days)**.
4. Line managers/supervisors are requested to bring the contents of this circular to the attention of all employees under their supervision.

SIGNED: B WALTERS
HEAD EDUCATION
DATE: 2022-12-21