URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
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Inombolo yefayili: 3/3/2/4/3
Isalathiso: 20220125-9279

ISetyhula: 0004/2022
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe nakwiiNtloko zamaziko emfundo

Isishwankathelo esifutshane: *Le setyhula inika inkcazo yokulawula inkqubo yekhefu laqho ngonyaka laBasebenzi beNkonzo kaRhulumente (PSS) abakumaziko emfundo (Abasebenzi abasebenza kumaziko (IB))*.

Isihloko: Inkqubo yokulawulwa kwekhefu laqho ngonyaka laBasebenzi beNkonzo kaRhulumente abakumaZiko (*IB PSS*)

1. Le setyhula ijolise ekugxininiseni nasekumiseleni ulawulo lwenkqubo yekhefu laqho ngonyaka ukulungiselela aBasebenzi beNkonzo kaRhulumente abakumaZiko (*IB PSS*) njengoko kwakwazisiwe ngeSetyhula 0026/2021, yomhla we-24 Meyi 2021.

2. **Inkqubo yokulawulwa kwekhefu laqho ngonyaka laBasebenzi beNkonzo kaRhulumente abakumaZiko (*IB PSS*)**

2.1 Abasebenzi abazii-*IB PSS* baqeshwe ngokoMthetho i-*Public Service Act*, 1994 (uMthetho 103 ka-1994), njengoko ufakelwe izilungiso, nabakwizikolo namaziko oqeqesho eSebe leMfundo leNtshona Koloni. Oku kuquka iindidi zezithuba ezinjengoMabhalana oyi-*Administration Clerk*, iForimani Jikelele (*General Foreman)*, uMsebenzi onguMcoci (*Cleaner)*, uNesi osaFundayo nosaQeqeshwayo (*Pupil and Student Nurse*, uNesi oyi-*Nursing Assistant*, noNesi oyi-*Registered Nurse*.

2.2 Abasebenzi abazii-*IB PSS* abaneminyaka engaphantsi kweyi-10 bekwinkonzo banikwa ilungelo lokuthatha iintsuku eziyi-22 zekhefu laqho ngonyaka ngonyaka. Abasebenzi abazii-*IB PSS* abaneminyaka engaphezu kweyi-10 bekwinkonzo banikwa ilungelo lokuthatha iintsuku eziyi-30 zekhefu laqho ngonyaka ngonyaka.

2.3 Abasebenzi abazii-*IB PSS* mabathathe ubuncinane iintsuku eziyi-22 kweziyi-27 okanye eziyi-30 iintsuku zomsebenzi, nokuba yeyiphi na esebenzayo, njengekhefu laqho ngonyaka ngethuba isikolo/ iziko loqeqesho livalele iiholide. Iintsuku ezintlanu okanye ezisibhozo ezishiyekileyo, nokuba yeyiphi na esebenzayo, zinokuthathwa ngexesha lokwenziwa komsebenzi.

2.4 Ilungelo lokuthatha ikhefu laqho ngonyaka kwezi meko kufuneka lithathwe njengowona mlinganiselo usezantsi. Ngoko ke, ukuba abasebenzi abazii-*IB PSS* abafuneki kwiziko ngethuba (ngamathuba) apho iziko livalele iiholide, bangalisebenzisa ilungelo lokuthatha ikhefu laqho ngonyaka kunye/okanye ixesha lokukhululwa emsebenzini ngemvume (*time off*) elivunywe ngumqeshi.

2.5 Intloko yesikolo/yeziko loqeqesho mayiqinisekise ukuba izigqibo zayo zisekelwe kwimithetho-siseko yobulungisa nokulingana ukumisela irosta yekhefu eyenzelwe abasebenzi abazii-*IB PSS*. Irosta yekhefu laqho ngonyaka eyenzelwe abasebenzi abazii-*IB PSS,* mayingeniswe kwiCandelo laMalungelo aVela kwiiNkonzo qho ngonyaka phambi okanye kowe-31 Matshi ngalo nyaka uthile uchaphazelekayo. Utshintsho olwenziwe kwirosta yekhefu ngenxa yeemeko-bume zelo xesha lwamkelekile, kodwa kufuneka luthathwe njengemeko engaqhelekanga.

2.6 Ngokuphathelele kwimithetho-siseko yobulungisa nokulingana:

2.6.1 Ikhefu lonyaka neeholide eziquka ixesha lokukhululwa emsebenzini ngemvume mazicwangciswe yaye zicetyelwe ukuqala konyaka womjikelo wekhefu, o.k.t. ngoJanuwari ngonyaka ngamnye.

2.6.2 Isikolo/amaziko oqeqesho makaqinisekise ukuba izicwangciso zobuchule zawo kunye neeprogram zonyaka zicwangciswa phambi kokuvulwa konyaka wesikolo omtsha

2.6.3 Ukucwangcisa nokuceba makwenzeke ngentsebenziswano nentloko yeziko kunye nabasebenzi abazii-*IB PSS* abachaphazelekayo.

3. **Amathuba okukhululwa emsebenzini ngemvume**

Oku kulandelayo makuthathelwe ingqalelo ngokumalunga nethuba lokukhululwa emsebenzini ngemvume ngamathuba okuvalwa kweziko:

3.1 Ukuba abasebenzi abazii-*IB PSS* abafuneki ngethuba leeholide, akukho mfuneko yokuba babe semsebenzini ngaphandle kwakwimeko ezingaqhelekanga ezichaphazela ngokuthe ngqo iimfuno ezingummiselo zokusebenza/zokwenziwa kweenkonzo zelo ziko.

3.2 Makunikwe ingqwalaselo kwimisebenzi/kwiinkonzo ekufuneka ziqhubekile okanye zenziwe ngethuba isikolo/iziko livalele iiholide.

3.3 Kunokuthathelwa ingqalelo ukucwangciselwa ixesha elithile nokwenziwa koqeqesho olumiselweyo lwabo bonke abasebenzi abazii- *IB PSS* ngala mathuba.

3.4 Makwenziwe irosta yexesha lokungabikho emsebenzini ngemvume ukunika abasebenzi ii-*IB PSS* ithuba elifanelekileyo lokungabikho emsebenzini ngemvume (*time off*), kwimeko apho imisebenzi kufuneka iqhubeke okanye kwenziwe iinkonzo ngethuba apho izikolo/amaziko avalele iiholide.

3.5 Imisebenzi mayitshintshaniswe (*rotated*) phakathi kwabasebenzi ii-*IB PSS* kangangoko kunako yaye makugcinwe apho kunokwenzeka abasebenzi abalibathwana bokwenza iinkonzo, ukuba iinkonzo zabo ziyafuneka, ngethuba lokuba isikolo/iziko livalayo ngethuba leeholide.

3.6 Iintloko zamaziko maziqinisekise ukuba imisebenzi neemfanelo ezabelwe abasebenzi abazii-*IB PSS* abachaphazelekayo (ngethuba lezi holide) inxulumana nemisebenzi neemfanelo abazabelweyo zesiqhelo njengoko kuchatshazelweyo kwinkcazo ngomsebenzi, ngaphandle kokuba kwenziwe izicwangciso ngemvumelwano.

3.7 Kubalulekile ukuqinisekisa ukuba abasebenzi abazii-*IB PSS* bagcinwa besemsebenzini ngethuba leeholide ukulungiselela imisebenzi yaseburhulumenteni esemthethweni kuphela.

4. Bonke abaphathi bamacandelwana/iisuphavayiza maziqinisekise ukuba ukuvunywa kwekhefu laqho ngonyaka kuyacwangciswa yaye kulawulwa kakuhle njengoko ukungakwenzi oko kungakhokelela ekubeni abasebenzi abazii-*IB PSS* baphulukane neekhredithi zekhefu laqho ngonyaka zabo ezingasetyenziswanga.

5. Ngaphezulu, abalawuli bamacandelwana/iisuphavayiza maziqinisekise ukuba abasebenzi abazii-*IB PSS* baneekhredithi zekhefu laqho ngonyaka ezaneleyo ukulungiselela ithuba lekhefu abenza isicelo salo phambi kokuvunywa kwekhefu.

6. Ifom yekhefu eyenzelwe naluphi na usuku/ithuba lekhefu laqho ngonyaka mayifakwe kwisistim i-*People Management Practices System*. Iya kuthakazelelwa intsebenziswano yabo bonke abachaphazelekayo ngokumalunga noku.

7. Kucelwa nazise okuqulethwe yile setyhula bonke abaqeshwa ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2022-01-31