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Circular: 0005/2023
Expiry date: 03 January 2024

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Deputy Directors, Heads of education institutions and recognised employee parties

Short summary: *Operations management (office closure) during the 2023 festive period.*

Subject: Operations management (office closure) during the 2023 festive period

1. In line with the decision of the Western Cape Government that each provincial department determines its own operations during the holiday season, it has been decided to close the Western Cape Education Department's (WCED) offices from **27 December 2023 to 03 January 2024** (five working days), except for officials performing essential duties.
2. **All employees must note that their annual leave credits will be used (three days from the 2023 cycle and two days from the 2024 cycle) to cover the five working days** and leave forms must still be submitted as normal.
3. This closure period has been kept as short as possible, but still in the interests of the WCED.
4. Please prioritise the completion of all submissions and the finalisation of planning during the period between the annual closure of schools and the closure of the WCED so that we can resume duty on 04 January 2024, ready for the challenges of the new year.
5. Should any employee have an objection to the above or if there is an operational need for certain employees to be on duty during the closure period, the necessary motivations must be sent to the relevant Chief Director for a decision by **30 June 2023**.
6. The abovementioned decisions must be communicated to the Chief Director: People Management Practices not later than **31 July 2023** and the latter will inform the Head: Education of any anomalies to be addressed.

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

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-03-16