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Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Deputy Directors, Principals, and recognised employee parties

Short summary: *New leave of absence form (H.1) for school-based educators.*

**Subject: Implementation of the new leave of absence form (H.1) for school-based educators**

1. On 13 July 2022, the Minister of Basic Education signed off the new *Personnel Administrative Measures (PAM)*, published in *Government Gazette* No. 46879 of 09 September 2022.
2. Included in the new PAM document, are changes that were made to Chapter H, in particular the contents of the application for leave of absence form (H.1), to be used by school-based educators.
3. In view of the above, schools are herewith given notice that the Z1 (a) leave of absence form should no longer be used. With effect from 01 April 2023, it is compulsory that all school-based educators use the H.1 leave of absence form when applying for any type of leave, except temporary incapacity leave, as per the *Policy and Procedure on Incapacity Leave and Ill-health Retirement*, dated August 2021.
4. Attached to this circular is the H.1 leave of absence form marked as Annexure A.
5. Principals are kindly requested to bring the content of this circular to the attention of all school-based educators under their supervision and ensure compliance going forward.

**SIGNED:** B WALTERS  
**HEAD: EDUCATION**  
**DATE:** 2023-03-20