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Expiry date: 31 December 2024

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, and Deputy Directors (Head Office and district offices)

Short summary: *2024 Year-end functions and time off.*

Subject: 2024 Year-end functions and time off for Head Office and district office employees

1. In line with the transversal guidelines on departmental year-end functions, the Executive Committee of the Western Cape Education Department has set the following guidelines:
 - 1.1 Employees will be allowed to attend **one** year-end function during the festive season.
 - 1.2 In terms of the costs, employees will have to cover their own expenses for year-end functions.
 - 1.3 The year-end function may take any form but **may not commence earlier than 11:00**. Employees may go home directly after the function.
 - 1.4 Government Garage vehicles may not be utilised for this purpose as employees will be regarded as being off duty during the event.
 - 1.5 Unfortunately, no further requests in respect of time off for Christmas shopping or attendance of other functions will be approved.
 - 1.6 It is also essential that arrangements for year-end functions be made in cooperation with the line managers (director level) concerned and that heads of directorates make the necessary arrangements to provide essential services to ensure that all enquiries are attended to.
2. Employees who attend year-end functions are requested to do so responsibly and be safely. Have an enjoyable time.
3. Please bring the content of this circular to the attention of all relevant staff.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2024-12-02