



the dpsa

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TO ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

NATIONAL STATE OF DISASTER: PERSAL CODES FOR COVID-19 LEAVE

1. The Minister for the Public Service and Administration, has directed in terms of regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act, 2002 and published in Government Gazette No 43107 on 18 March 2020, read with section 3 of the Public Service Act, 1994 the Directions in respect of leave for employees affected by COVID-19.
2. To facilitate the capturing of leave of employees affected by COVID-19 National Treasury developed new temporary leave codes as contained in the attached PERSAL Notice Number 361.
3. The creation of the codes is a short term measure and as such will be deactivated once there is no need for it anymore. For this reason the leave form will not be amended. It is incumbent on departments to utilise the new codes when processing COVID-19 related absences.

Ms Yoliswa Makhasi
Director-General

Date: 29/04/2020



national treasury

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ALL PERSAL CONTROLLERS

PERSAL NOTICE NUMBER 361

COVID 19 – NEW LEAVE SUB CATEGORY CODES

1. Background

DPSA Circulars 7 and 11 of 16 March 2020 and 25 March 2020 respectively with regard to State of disaster and directions in respect of leave for employees affected by COVID-19 have reference. New leave sub category codes and new leave validation rules have been created under all the applicable leave categories for COVID 19.

2. New leave sub category codes (Table 045)

Please be informed that new leave sub category codes were created on Table 045 (Leave Sub Category) and leave validation rules for all the leave groups in government have been created under all the applicable leave categories for COVID 19.

LEAVE CATEGORY CODE (TABLE 089)	COVID LEAVE SUB CATEGORY CODE (TABLE 045)
51 SICK FULL PAY (WORK DAYS)	516
59 SPECIAL (WORK DAYS)	691
50 VACATION FULL PAY (WORK DAYS)	515
03 LEAVE WITHOUT PAY (CALENDAR DAYS)	300
57 FAMILY RESPONSIBILITY (WORK DAYS)	578
54 OCCUPATIONAL INJURIES/DISEASES (WORK DAYS)	541
52 TEMPORARY INCAPACITY LEAVE	525
53 PERMANENT INCAPACITY LEAVE	535

3. Any queries regarding the above mentioned codes or leave validation rules must be forwarded to the Logik Contact Centre at telephone number (012) 657 4444 or persallogik@treasury.gov.za



C BESTER
DIRECTOR: FINANCIAL SYSTEMS: PROJECTS
FOR: DIRECTOR GENERAL: NATIONAL TREASURY
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