



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

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**TO HEADS OF DEPARTMENTS AND PROVINCIAL  
ADMINISTRATIONS**

**ANNUAL LEAVE: CLOSURE OF OFFICES DURING THE FESTIVE  
PERIOD**

1. It was brought to the Department's attention that a number of offices are closing for the festive season during December 2001/January 2002. Some of these departments appointed/will appoint new staff during October-December of the year. This result in a situation where these employees do not have enough/any annual leave credits available to cover the period of absence due to the closure of office.
2. National Treasury has been requested to amend the PERSAL system to enable departments to deduct the days concerned from the annual leave of the subsequent cycle, i.e. the 2002 leave cycle. This arrangement should be permitted only in the case of employees who have been appointed during October-December and do not have sufficient annual leave credits to cover the period of closure of office.
3. PERSAL will notify departments once the system has been amended.

  
**DIRECTOR-GENERAL**

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AIDS is a deadly reality. We are individually responsible to prevent the spread of AIDS

