



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

Private Bag X916, Pretoria, 0001. Tel: (012) 314 7911. Fax (012) 323 2386 or (012) 324 5616
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5140. Fax: (021) 462 2299

Inquiries: Mr D Makgalo
Tel: (012) 314 7268
Ref: 1/6/2/P

**TO ALL NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL
ADMINISTRATIONS**

**(FOR ATTENTION: ALL HR MANAGERS/HEADS OF CORPORATE
SERVICES/ CHIEF FINANCIAL OFFICERS)**

ANNUAL LEAVE: CLOSURE OF OFFICES DURING FESTIVE PERIOD

1. It has come to this Department's attention that certain National and Provincial Departments are granting special leave for the above-mentioned period instead of employees utilizing their annual leave entitlements.
2. The granting of special leave due to the closure of offices during the festive period must under no circumstance be regarded as special leave. It is against the spirit and purpose of the current provisions of annual leave. Note should be taken that the Public Service's leave dispensation as it is, is generous in nature and any further enhancement thereof will further increase cost and impact on service delivery.
3. With due consideration to the above please be advised that employees must utilize annual leave due to closure of offices during festive periods. Employees must be notified of this arrangement in the beginning of an annual leave cycle or immediately at appointment in a department. This is necessary to timeously allow employees to plan their annual leave arrangement and to ensure as far as possible that leave is available for the closure of the office.
4. Departments who close offices during the festive periods are strongly advised not to deduct the leave days at the end of the year but to deduct the necessary leave days in the beginning of the year from employees. They should also make sure that leave forms are completed for the period.

\\fcp0030002dpsa\home\makalod\Leave\05060902.doc

Communication with employees on this aspect is essential and should be done timeously and continuously.

5. With regard to new employees appointed during October – December of the year and who maybe will not have sufficient leave to cover the festive period, the leave transaction could be captured on Persal in **January** and it will then automatically be deducted from the next leave cycle. Your attention is drawn to this Department's circular dated 06 December 2001(attached).
6. Your co-operation in strictly adhering to this request is appreciated.



DIRECTOR-GENERAL

FOR DATE: 10 November 2005