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TO ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

2010 WORLD CUP SOCCER: GUIDELINES ON THE MANAGEMENT OF WORKING TIME, LEAVE OF ABSENCE AND REMUNERATIVE WORK OUTSIDE PUBLIC SERVICE EMPLOYMENT

1. As you are aware, the 2010 FIFA World Cup soccer tournament will be hosted in nine host cities across South Africa. This is a major event in our Country's history. It thus brings along a number of opportunities for all citizens, i.e. to-
 - 1.1. attend actual soccer games;
 - 1.2. watch soccer games on TV with family and/or friends at home or at social gatherings;
 - 1.3. volunteer to participate in these events as volunteers; and
 - 1.4. reap the benefits of entrepreneurial opportunities such as converting own homes into guest houses, etc.
2. According to the school calendar Gazetted for 2010, all schools, both coastal and inland, will close on 9 June and reopen on 13 July 2010.
3. While appreciating the 'once-in-a-life-time' opportunity for individuals during the 2010 World Cup soccer tournament, the manner in which individuals envisage accessing/utilising these opportunities will undoubtedly impact on the workplace in various ways. By hosting an event of this magnitude, public facilities such as health care, emergency, police and safety and security services will become critical services to support an increase in demand by players and fans alike as a result of possible injuries and/or security risks at fan parks, stadiums, roads, etc.
4. In light of the above and in preparation for the 2010 World Cup soccer tournament, we wish to use this opportunity to provide departments with guidance on the following aspects so that departments can proactively prepare and manage eventualities within the parameters of the applicable policies:

- 4.1. Working Time
- 4.2. Leave of Absence in the Public Service
- 4.3. Remunerative work outside normal work in the Public Service

5. Working Time

- 5.1. The Head of Department (HOD) within the parameters defined in the Public Service Regulations, the Basic Conditions of Employment Act, Determination on Working Time, applicable PSCBC and Sectoral Bargaining Councils' collective agreements and, where applicable, departmental policies, has the authority to-
 - 5.1.1. determine employees working hours as well as the opening and closing times of offices; taking into account the needs of the public, family responsibilities and transport arrangements of employees; and
 - 5.1.2. authorise overtime work in excess of normal hours of work should the need arise.
- 5.2. In preparation for and during the 2010 World Cup, departments should -
 - 5.2.1. plan and implement shift rosters over the period of the 2010 World Cup, in advance. In doing so departments should consult employees on, and attempt to accommodate (as far as possible) their preferences in terms of days off/annual leave. This should be balanced against the service delivery demands that the Department anticipates it would face during the World Cup;
 - 5.2.2. pay specific attention to the management of working time with specific reference to the following aspects:
 - 5.2.2.1. Reminding employees of their set working hours as well as their responsibility to make timeous arrangements, re-time off to leave early/arrive late, in order to watch soccer games.
 - 5.2.2.2. Make specific provision/arrangements allowing employees to take time off, i.e. to leave work earlier/report later for duty. Such time off should be granted and managed-
 - (a) with due consideration to the department's service delivery requirements;
 - (b) by affording all employees a fair and an equal opportunity for time off to watch soccer games; and
 - (c) by keeping proper records of time off so that these periods of time off should be captured as annual leave, once the employee has taken time off equivalent to his/her daily working hours.
- 5.3. In areas where Departments anticipate that there might be increased service delivery demands stretching beyond prescribed working hours, Departments should as soon as possible plan for overtime work and ensure that the necessary resources are allocated to

perform the overtime work. Further, departments must ensure that the necessary authorisation, etc are obtained in advance.

- 5.4. Departments should take care that time off and leave of absence should be carefully monitored and managed to ensure that there are sufficient resources available to render services during the 2010 World Cup and that overtime work does not occur as a result of the latter arrangements.

6. Leave of Absence

- 6.1. As you are aware, leave of absence in the Public Service is regulated in terms of the Determination on Leave of Absence in the Public Service (forthwith called the Determination). It is incumbent on Heads of Department to manage absences within the parameters of the said Determination. On the eve of the 2010 World Cup, the following aspects related to leave of absence are paramount and are emphasised in an attempt to guide Departments in managing increased leave applications during the World Cup.
- 6.2. Given the fact that the school holidays for next year, and the dates of the World Cup soccer games are known, and the fact that there are employees who want to utilise annual leave to take care of their school going children, soccer enthusiasts wanting to volunteer and/or watch live soccer matches, etc. it is prudent that departments immediately commence with scheduling annual leave for the period of the World Cup. The granting of leave must take into account resource requirements during the World Cup. Further, departments have to give all employees a fair and equal opportunity to apply for and utilise leave during the World Cup. The leave applications of employees must be collected and captured as soon as possible.
- 6.3. As for the other types of leave, such as normal sick leave, temporary incapacity leave and family responsibility leave; the normal arrangements remain in place. Managers should however, continue to manage absences as per the provisions of the Determination and the Policy and Procedure on Incapacity Leave and Ill-health Retirement. In other words, employees should -
 - 6.3.1. in the case of an illness be reminded of their obligation to immediately inform his/her supervisor and submit a leave application form for normal sick leave supplemented with the necessary medical certificates, in the case of absences of three days and longer, within 5 working days w.e.f. the first day of absence. Managers should continue to apply the 8-week rule and monitor sick leave trends and demand proof of such absences regardless the duration of the absence and where necessary investigate and take action;
 - 6.3.2. apply for family responsibility leave, if applicable, for the circumstances provided for in the Determination, provided that the necessary supporting documentary proof be provided for the absence; and
 - 6.3.3. in the case of an illness be reminded of their obligation to immediately inform his/her supervisor and submit a leave application form for temporary incapacity leave supplemented with the mandatory medical certificate for all periods of absences regardless the duration within 5 working days w.e.f. the first day of absence.

6.4. As was indicated earlier, departments should consider a flexible, yet fair, approach towards time off. Departments must ensure that proper records are kept of these periods and that employees complete leave forms for annual leave once the total number of hours amount to a full work day. Further, the same arrangements should apply in the event where employee takes part of the day off for purposes of illness and or family responsibilities as described in the Determination. These absences should also be substantiated with proof, where required.

7. Remunerative work outside Public Service Employment

7.1. In terms of section 30 of the Public Service Act, 1994 no employee shall perform remunerative work outside his/her employment, except with the written permission of the executive authority of the department. Approval of such applications must be granted taking into account, whether or not the outside work could reasonably be expected to interfere with or impede the effective or efficient performance of the employee's functions.

7.2. In the wake of the 2010 World Cup and the fact that some employees envisage exploring entrepreneurial opportunities that the event offers, it is appropriate that departments also be reminded that affected employees should seek timeously the appropriate approval.

8. Employee Communication

8.1. Departments should consider preparing a communiqué to employees as soon as possible on the above matters, so that they are sensitised on working time arrangements, issues related to leave of absence and remunerative work outside normal work in the Public Service.

9. General

9.1. In an attempt to mitigate undue absences and positively inspire employees, this tournament could be embraced within the workplace. In this regard departments could consider encouraging employees/divisions in the departments to adopt countries that participate in the events and that work areas be decorated in the countries' team colours. Decorations could stay up for as long as the team remains in the competition and the winning employee/division may be treated to a small reward.

9.2. Where possible allow for onsite television access where employees may watch important games as a group and this may be utilised as a means of team building and morale boosting opportunities, provided that service delivery is not compromised.

9.3. The World Cup 2010 is a global event and it is important that all South Africans be mobilised to embrace and participate in it to ensure that it is a success. This participation must however also be balanced with the service delivery responsibilities associated with the Public Service and although employees must be allowed the opportunity to enjoy the event it must be done within the confines of the legal frameworks applicable.



DIRECTOR-GENERAL

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