TO HEADS OF ALL NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CLOSURE OF OFFICES DURING THE FESTIVE PERIOD

1. I wish to kindly remind Departments of the following circulars:


   The above-mentioned circulars are available on the DPSA website.

2. In summary-

   2.1. Periods of office closures during the festive period must be covered by annual leave and not special leave;

   2.2. Departments must timeously notify employees of planned office closures; and

   2.3. Annual leave for these periods must be timeously captured.

DIRECTOR-GENERAL

DATE: 01/02/2017