



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

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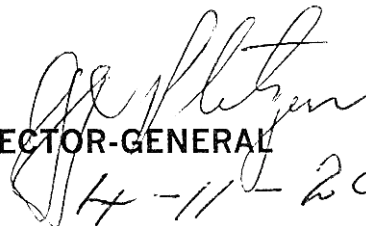
To All Heads of Departments and Provincial Administrations

ACCEPTANCE OF MEDICAL CERTIFICATES

1. The Minister for Public Service and Administration has issued the following directive in terms of the Public Service Act in respect of the management of sick leave and the description of illnesses on medical certificates:
 - 1.1. The employer should accept medical certificates that might not describe an employee's illness for sick leave taken during the normal sick leave cycle, i.e. 36 working days in a 3 year cycle, provided that in the event of abuse of the system during the normal sick leave period of 36 working days (e.g. a pattern of regular sick leave on Mondays or Fridays) the employer may request a medical certificate describing the nature and extent of the illness before granting sick leave with full pay.
 - 1.2. The employer will only consider temporary incapacity leave with full pay if the employee submits a medical certificate describing the nature and extent of the illness.
 - 1.3. The employee should give the medical practitioner concerned his/her informed consent to reveal the nature and extent of his/her illness to a third party, i.e. the employer and/or the Health Risk Manager (when the new policy is in

place) for application of temporary incapacity leave and where the employer requests this as a result of abuse.

- 1.4. The employer should at all times treat such information with the necessary respect and confidentiality.
 - 1.5. In the event of an employee refusing/failing to submit a medical certificate describing the nature and extent of the illness, the period of absence will be covered by annual leave (with the employee's consent) or unpaid leave.
2. It is extremely important that the employer should at all times treat such information with the necessary respect and confidentiality. Information concerning the medical condition of an employee may therefore not be divulged to any other person(s) not directly involved in the decision-making process regarding the granting of sick leave. If an employee involves him/herself in divulging such confidential information of one employee to any other unauthorised person, s/he should be disciplined in terms of the Disciplinary Code.
 3. The *Directive on Leave of Absence in the Public Service* will be updated in due course.


DIRECTOR-GENERAL
FOR SH-11-2002