



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

Private Bag X916, Pretoria, 0001. Tel: (012) 314 7911, Fax: (012) 314 7020 or (012) 314 7267
Private Bag X9148, Cape Town, 8000. Tel: (021) 462 2238. Fax: (021) 462 2299

Inquiry : Ms J C Brink
Telephone : 012-314 7062
File : E 1/6/2/P

08/04/2002

TO HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

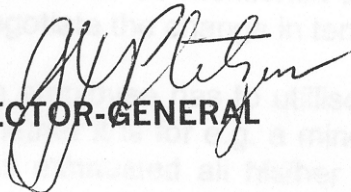
LEAVE MATTERS

1. Emanating from discussions with and/or enquiries from departments and labour, it transpired that uncertainty exists with regard to the application of the provisions with regard sick leave as contained in the *Directive on Leave of Absence in the Public Service* and need to be clarified.
2. It needs to be mentioned at the onset that this Department is in the process to negotiate the change in terminology of disability leave to incapacity leave
3. An employee has to utilise first his/her normal sick leave of 36 working days, whether it is for e.g. a minor illness or a major operation. If such an employee has exhausted all his/her normal sick leave credits, **all** applications for sick leave should thereafter be treated as temporary incapacity leave. It is important to note that-
 - 3.1. such application should be in respect of **each** application for sick leave. In other words, an employee is not granted an additional gross number of temporary incapacity leave for the remainder of the sick leave cycle;
 - 3.2. **each** application, regardless the number of days concerned **should in all instances** be accompanied of a medical certificate.
4. Furthermore, a Head of Department may in terms of paragraph 10.4 of the *Directive on Leave of Absence in the Public Service* grant a maximum of 30

days temporary incapacity leave. During this period an investigation must be done into the nature and extent of the employee's illness. The latter period may in terms of paragraph 10.5 of the *Directive* **grant additional days' temporary incapacity leave**. The Head of Department may in terms of this provision determine the conditions attached to the granting of such additional days. The conditions may include further check-ups by a medical practitioner or medical reports.

5. If, emanating from an investigation, it transpires that an employee needs to be re-deployed, retrained, retired due to ill-health, etc., the period from the date that such a decision was made by the Head of Department until the process of redeployment, re-training, retirement, etc. has been finalised **should be covered by permanent incapacity leave**.
6. In the event where an employee has to-
 - 6.1. consult a doctor, therapist, etc. for reasons related to the employees health/wellness, or
 - 6.2. go for training related to a disability, e.g. a blind employee who has to get training with his/her guide dog, or
 - 6.3. go for maintenance work for equipment used as a result of his/her disability,

the department may grant such employees time off in terms of the sick leave provisions. In the event where an employee is absent for a part of the day, the department could record such time off until a full day is completed. The latter should then be recorded as sick leave. If an employee's normal sick leave is exhausted, then temporary incapacity leave could be considered. It is suggested that departments require proof of such events/occurrences to properly monitor the utilisation of sick leave.


FOR
DIRECTOR-GENERAL