



the dpsa

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TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

THE PROVISIONS RELATED TO LEAVE IS APPLICABLE MUTATIS MUTANDIS TO MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)

1. The dpsa's evenly numbered circular, dated 21 August 2007 refers.
2. Following various enquiries in the above regard, the need arose to provide departments with guidance on the interpretation and application of paragraph 2.5 of the abovementioned circular as far as the calculation of annual leave payouts are concerned.
3. Therefore-
 - 3.1 remuneration as defined in paragraph 4.4.2, of the Determination on Leave in the Public Service, in respect of a member of the MMS, applies as is to a member of the SMS;
 - 3.2 for purposes of the calculation of unused annual leave contemplated in paragraph 4 of Chapter 3 of the SMS Handbook, factor E in paragraph 4(d) represents the SMS member's all inclusive package at the last day or at the end of the 6 months grace period.
 - 3.3 for purposes of calculating unused capped leave at death, retirement, or medical boarding as contemplated in paragraph 5(d) of Chapter 3 of the SMS Handbook, factor E in paragraph 5(d) represents the SMS member's annual basic salary as at the last day of duty.
4. It should be noted that the SMS Handbook will be amended, in due course.


for **DIRECTOR-GENERAL**

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