



the dpsa

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**TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND
PROVINCIAL ADMINISTRATIONS**

**ISSUES EMANATING FROM THE IMPLEMENTATION OF PSCBC
RESOLUTION 1 OF 2007 – FORMULA TO CALCULATE UNPAID LEAVE**

1. The DPSA's evenly numbered circular, dated 8 July 2008, refers.
2. The Minister for Public Service and Administration, with due regard to the wide ranging/significant negative impact of the implementation of the intended changes to the calculation of unpaid leave reconsidered the changes and determined in terms of section 3(5) (a) of the Public Service Act, 1994, as amended that the pre-revised arrangements in respect of unpaid leave be re-instated, i.e.-
 - 2.1. unpaid leave be regarded as calendar days;
 - 2.2. the divisor utilized in the formula to calculate unpaid leave be changed from 260.714 to 365; and
 - 2.3. the penalty clause applied to annual leave and sick leave when unpaid leave is utilized be amended to the effect that an employee's annual leave and sick leave is in respect of each 15 consecutive calendar days leave without pay reduced by 1/24th and 1/72nd per annual leave cycle respectively.

3. The Minister consequently approved that paragraphs 5.2, 14.10, 25 and examples 7 and 8 of Annexure B of the Determination on Leave of Absence for the Public Service be amended accordingly. A copy of the said Determination is attached for ease of reference. Since the Persal system was never amended, subsequent to the announcement of the changes in 2007/2008, no further action will be required from Departments/Provincial Administrations in this regard.


FEL DIRECTOR-GENERAL

DATE: 30 July 2009