



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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File: 17/6/R

TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

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

1. The dpsa's evenly numbered circular dated 30 July 2009 refers. A copy of the circular is attached for ease of reference.
2. Following several requests received from departments, seeking clarity on the date of implementation of the said circular, kindly be advised that the policy changes is effective retrospectively from 1 July 2007.
3. Since the Persal system was never amended no further action is required from departments in this regard, unless departments manually calculated and effected unpaid leave transactions, in which case departments will have to correct the records of the affected employees with retrospective effect.


ACTING DIRECTOR-GENERAL

DATE: 02.03.2010

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri
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LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmiNyango wemiSebenzi kaRhulumente nokuPhata



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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 $1/24^{\text{th}}$ and $1/72^{\text{nd}}$ per annual leave cycle respectively.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

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3. The Minister consequently approved that paragraphs 5.2, 14.2, 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.


FC DIRECTOR-GENERAL

DATE: 30 July 2009