



the dpsa

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TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

For Attention: PILIR Champions/Director: Human Resource

POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR): TEMPORARY PERSAL CODES TO LOG PILIR APPLICATIONS

1. Department's are required in the evenly numbered 'dear colleague' letter dated 18 December 2012, to, among others, duly record all the received applications in a register in order to keep track of applications received. Following various requests from Departments for a special code to record these applications on the PERSAL system, I wish to inform you that National Treasury created the following temporary codes on Persal table 045 (leave subcategory), to capture applications received by Departments from 1 January 2013. :
 - 1.1. Code 524 (Temporary Incapacity Not Submitted Registering Purpose)
 - 1.2. Code 533 (Permanent Incapacity Ill-health Retirement Not Submitted Registering Purpose)
2. All short and long temporary incapacity leave applications must be captured under code 524 (Temporary Incapacity Not Submitted Registering Purpose). The start and the end dates of the period in respect of which incapacity leave is applied for must also be captured for monitoring and reporting purposes.
3. All ill-health retirement applications must be recorded under code 533 (Permanent Incapacity Ill-health Retirement Not Submitted Registering Purpose). To facilitate capturing of ill-health retirement applications it is required that the date of receipt be logged as the start and end date of the application.
4. Kindly note that these codes are for recording purposes as contemplated in the letter of 18 December 2012 only. Once the lawsuit is resolved and the PILIR process normalized, PERSAL will be instructed to deactivate these codes. The applicable PERSAL codes will then apply.

5. Departments are kindly requested to, as a matter of urgency, register all PILIR applications received and not submitted to the Health Risk Managers by 1 January 2013 on the PERSAL system utilising the above codes.



For

ACTING DIRECTOR-GENERAL

DATE: *23 April 2013*