



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, Pretoria, 0001. Tel: (012) 336 1000, Fax (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484


Enquiries : Mr MV Mamphiswana  
Tel No : 012-336 1585  
Fax : 0866188791  
File : 17/6/P

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

### **GUIDANCE PERTAINING TO APPLICATIONS TO BE SUBMITTED TO THE HEALTH RISK MANAGERS (HRMs) IN ACCORDANCE WITH THE POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR)**

1. It is noted that the issues regarding stockpiled and backlog PILIR applications are still emerging as discussion points. Although the DPSA has responded to the issue we want to take this opportunity to expound there upon and allay any misconceptions that may still exist.
2. In Circular 17/2/2/P dated 14/11/2013 (copy attached) the DPSA provided guidance as to applications that may be submitted to the HRM with effect from 1 November 2013. The definition of a PILIR application as contained in the Panel Contract was reiterated as well as those applications that are classified as stockpiled applications were defined.
3. Given the clarification as provided in the aforementioned circular the emergence of the term "backlog applications" is disturbing as neither the Panel Contract nor the PILIR contained this term or a definition thereof.
4. It is hereby reiterated that applications as pertains to the PILIR only provides for two types namely:
  - a) Stockpiled applications defined as all applications received between the period of 31 December 2012 to 31 October 2013; and
  - b) Applications defined in the Panel Contract which means a duly and fully completed written request by an employee for Incapacity Leave or Ill-health Retirement in such a format and on such prescribed forms as may be determined by the Minister for the Public Service and Administration from time to time.

5. In light of the aforementioned you are advised to refrain from using the term backlog application as it is a term neither contained nor defined in the Panel Contract or the PILIR. You are furthermore advised to submit all duly and fully completed applications to the HRMs for assessment within the parameters of the application types stipulated in paragraph 4.



MR M DIPHOZA  
DIRECTOR-GENERAL  
DATE: 11/08/2014



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Private Bag X916, Pretoria, 0001. Tel: (012) 336 1000, Fax (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484


**CONFIDENTIAL**

Enquiries : Ms F Tabane  
Tel No : 012-336 1394  
Fax : 0865271245  
File : 17/2/P

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

**POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR): GUIDANCE PERTAINING TO APPLICATIONS TO BE SUBMITTED TO HEALTH RISK MANAGERS WITH EFFECT FROM 1 NOVEMBER 2013**

1. As you are aware the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) resumed with effect from the 1 November 2013. As disagreements have been detected as to whether stockpiled applications should be referred to Health Risk Managers for assessment with effect from 1 November 2013 the Department of Public Service and Administration (DPSA) deems it necessary to provide guidance in this regard.
2. In terms of the Panel Contract entered into between the DPSA and Health Risk Managers appointed to the Accredited Panel of Health Risk Managers, an application (s) means a duly and fully completed written request by an employee for Incapacity leave or ill health retirement in such format and on such prescribed forms as may be determined by the Minister for the Public Service and Administration from time to time.
3. As PILIR resumed with effect from 1 November 2013 all duly and fully completed applications received by the Head of Department or in his/her designate office on/after this date must be submitted for assessment to the Health Risk Managers irrespective of the date on which the absence occurred. You are again reminded not to submit temporary Incapacity leave and Ill-health Retirement applications received between 31 December 2012 and 31 October 2013 to the Health Risk Managers for assessment as these cases will be subjected to the way forward currently under consideration by the Minister for the Public Service and Administration.
4. Departments are kindly requested to comply with the requirements of PILIR and ensure that all applications submitted are duly and fully completed for the resumption of PILIR to be effective and efficient.

  
DIRECTOR-GENERAL  
DATE: 14/11/2013

**CC PILIR Champions/Director: Human Resource**