



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

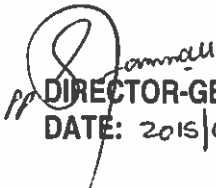
For Attention: PILIR Champions/Director: Human Resources

POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR): DEPARTMENTAL REPORTS

1. Departments are required to prepare and submit the following reports on the implementation of PILIR:
 - 1.1. In terms of the monitoring provisions contained in paragraph 15.3 of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement in the Public Service (PILIR), Departments are required to report in January of each year on the following:
 - 1.1.1. In respect of temporary incapacity leave-
 - (a) types of illness;
 - (b) type of incapacity leave approved;
 - (c) acceptance of/deviation from the Health Risk Manager's advice; and
 - (d) disputes and how it was resolved.
 - 1.1.2. In respect of ill-health retirements-
 - (a) types of illness;
 - (b) acceptance/ rejection of the Health Risk Managers' advice;
 - (c) disputes and how it was resolved.

- 1.2. Further, Departments agreed at their respective Steering Committees (the forum through which departments within the implementation area manage the departmental contracts with the Health Risk Manager) to develop and present year-to-date progress reports on a quarterly basis to the Steering Committee. As part of these resolutions Departments are meant to forward these reports also to the DPSA for monitoring purposes.
2. The purpose of the above-mentioned reports is the following:
 - 2.1. The Departmental Reports form an important source of information enabling the DPSA to fulfill its obligation to provide the Minister for the Public Service and Administration, Cabinet and the Parliamentary Portfolio Committee on the Public Service and Administration with information and/or reports on, among others, the implementation of PILIR.
 - 2.2. For both the DPSA and Departments to monitor the progress on the implementation of PILR in each implementation area, as well as to analyse trends in relation to among others, the utilization of incapacity leave, ill-health retirement, deviations, etc. and challenges that emanate from the implementation of PILIR.
 - 2.3. For Departments, the reports to the Steering Committee serve as a mechanism to monitor the performance of and manage the contract with the Health Risk Manager servicing the implementation area.
 - 2.4. For the DPSA to ensure that a balanced view, i.e. from the perspective of both Departmental reports and Health Risk Manager's Report, on the implementation of PILIR is reflected.
3. According to the DPSA records annual reports that were due by January are still outstanding. Departments are urged to submit these reports **by no later than 31 August 2015**. These reports should please be signed off by the Head of Department or his/her delegate. The reports can be hand-delivered to the DPSA offices at 116 Johannes Ramokhoase Street, Pretoria. It can also be emailed to pilirreports@dpsa.gov.za.
4. In respect of the Departmental quarterly reports due for submission to the Steering Committees and the DPSA, the DPSA made the following observations during attendance of several Steering Committee meetings:
 - 4.1. The majority of departments neither submit their reports to their respective Steering Committees nor do they forward these reports to the DPSA for monitoring purposes.
 - 4.2. When reports are submitted, they contain scanty information, are often of a poor quality and not in keeping with the template provided.
 - 4.3. The reports are not endorsed by the Head of Department or his/her delegate.
 - 4.4. In the few instances where reports are submitted to the Steering Committees, Departments forward these late to the DPSA.

5. Noting that the Health Risk Managers must submit their quarterly reports within the twenty-one (21) working days of the last day of the preceding quarter, Departments are advised to follow the same approach to strengthen their ability to validate the content the Health Risk Managers are reporting on and to manage the contracts accordingly. Likewise, the DPSA will be in a position to make informed comparisons in its reporting. Quarters for purposes of reporting are January – March; April – June; July – September and October – December.
6. Since the first two quarters of 2015 have already passed, Departments are requested to forward the signed year-to-date report for the quarter ending June **by no later than 14 August 2015**. The reports can be hand delivered to the DPSA offices at 116 Johannes Ramokhoase Street, Pretoria. The reports can also be emailed to pilirreports@dpsa.gov.za.


PP DIRECTOR-GENERAL
DATE: 2015/07/20