



the dpsa

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TO ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION AND APPLICATION OF SHOP STEWARDS LEAVE

1. During the recent National Labour Relations Forum (NLRf) of 25 to 27 May 2015 it was brought to the attention of the DPSA that Departments are still grappling with the implementation of paragraph 25 of Part 4 of the Determination and Directive on Leave of Absence in the Public Service, read with clause 8 of PSCBC Resolution 1 of 2012.
2. In keeping with the commitment the DPSA made at the National Labour Relations Forum, a copy of its presentation on the subject matter, is attached for your information and ease of reference. The presentation provides you with, among others-
 - 2.1. A checklist for implementation.
 - 2.2. A description of the information that should be typically reflected on the recording mechanism Departments are required to maintain to manage the shop stewards leave pool. (A copy of the example is attached. It will also be posted in MS Excel on the DPSA website.)
 - 2.3. A description of aspects that should be typically covered in the standard operating procedures to manage shop stewards leave.
3. Departments are requested to implement the provisions contained in paragraph 25 of Part 4 of the Determination and Directive on Leave of Absence in the Public Service, read with clause 8 of PSCBC Resolution 1 of 2012 without further delay. For this purpose, Departments may use the checklist and guidance provided in the attached presentation.


DIRECTOR-GENERAL

DATE:

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